

Document Index			
Document Name	Folder	Revision Date	Description
1.1 - Department Philosophy	General Order	5/16/2012	The purpose of this General Order is to establish the philosophy and commitment to professionalism by members of the Jupiter Police Department.
1.10 TASERS	General Order	1/22/2018	The most important purpose of law enforcement is the protection of human life. It is the duty of all officers to protect every person whom they encounter from death or serious injury whenever possible. Therefore, the Jupiter Police Department has authorized the use of the "TASER" as a less than lethal means of controlling subjects and preventing injury which may result from the use of greater force.
1.11 - PBSO Jurisdiction Arrests	General Order	5/18/2012	The purpose of this policy and procedure is to establish guidelines for making arrests in jurisdictions where the Palm Beach County Sheriff's Office has primary law enforcement responsibilities for crimes committed in the Jupiter Police Department jurisdiction. These guidelines are more restrictive than the language that is in the Palm Beach County Enforcement Agencies Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement.
1.2 - Oath of Office	General Order	5/16/2012	The Jupiter Police Department administers an Oath of Office to all newly appointed Jupiter Police Officers.
1.3 - Limits of Authority	General Order	5/16/2012	This General Order defines the scope and limits of the agency's law enforcement authority and provides guidelines for the use of that authority.
			Members of the Jupiter Police Department will not engage in any conduct which constitutes

1.4 - Conduct and Duty Requirements	General Order	11/29/2017	neglect of duty, conduct unbecoming an officer or employee, or any act which is likely to adversely affect the discipline, good order, or reputation of the department.
1.5 - Response to Resistance	General Order	3/6/2019	All members will act in good faith when using force and conform to the provisions of Florida Statutes and this general order. Members may use only the amount of force reasonably necessary to affect lawful objectives. This applies to both deadly and non-deadly force.
1.5 Chart - Response to Resistance Target Areas - Empty Hand Strikes	General Order	1/27/2017	1.5 Chart - Response to Resistance Target Areas - Empty Hand Strikes
1.6 - Use of Aerosol Subject Restraint	General Order	9/11/2014	This General Order establishes guidelines for the use of Oleoresin Capsicum, hereinafter referred to as "OC", as a less than lethal method of controlling violent or potentially violent offenders and those who resist arrest or other lawful commands.
1.7 - Firearms	General Order	12/12/2016	Before carrying any firearm, Jupiter Police Officers must complete a state certification program; be knowledgeable of the Use of Force policy; be trained in agency policies/procedures relating to the Use of Deadly and non-Deadly force; and demonstrate proficiency in the use of firearms. All members will act in good faith in the exercise of the use of force, and conform with the provisions of Florida Statutes and this General Order.
1.8 - Voluntary Cooperation Mutual Aid Agreement - Voluntary Cooperation Mutual Aid Agreement (Palm Beach County)	General Order	5/3/2012	The Palm Beach County Law Enforcement Agencies Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement provides that should a sworn law enforcement officer be in another subscribed agency's jurisdiction, on or off duty, and a crime of violence occurs in the presence of said officer, he/she will be empowered to exercise authority as a law

			enforcement officer as if the officer was in his own jurisdiction, but only to authorize such action if, in the exercise of common sense and good judgment, the officer decides to act.
1.9 - Northern Area Mutual Aid Consortium - Northern Area Mutual Aid Consortium (NAMAC)	General Order	5/18/2012	This General Order establishes guidelines for the rendering of mutual aid between the Jupiter Police Department and the Northern Area Mutual Aid Consortium Members, hereinafter referred to as NAMAC.
10.1 - Grievance Process	General Order	8/17/2015	An important element of a sound personnel system is the existence of a formal method that allows employees to resolve their grievances/complaints with management fairly and expeditiously. Good management practices recognize that a carefully designed grievance/complaint resolution process can help to reduce personnel dissatisfaction, identify problems in the organization, and increase a positive perception employees have of the organization.
10.2 - Harassment in the Workplace	General Order	5/22/2012	Jupiter Police Department employees will maintain a high standard of honesty, integrity, and impartiality in their conduct while on duty or representing the Department or Town of Jupiter. Harassment, including sexual harassment, is contrary to the basic standards of conduct between individuals, and is prohibited by Federal and State law. Protection from harassment, including sexual harassment, extends to both men and women, and to someone of the same or opposite sex. All Jupiter Police Department employees have the right to work in an environment free from all forms of harassment, sexual or otherwise. The Department does not condone or tolerate harassment or sexual

			harassment, as defined below, in any form against its members by anyone including supervisors, other employees, or others o
11.1 - Misconduct Investigations, Disciplinary Procedures, Internal Affairs Investigations	General Order	5/17/2018	The purpose of this General Order is to establish uniform guidelines for the receipt, investigation, and disposition of complaints of misconduct by Department personnel.
12.1 - Departmental Awards	General Order	12/3/2018	The Jupiter Police Department recognizes the importance of recognizing its officers, non-sworn employees, and citizens for deserving acts.
13.1 - Training Organization and Administration	General Order	4/7/2015	Training is an important responsibility of any law enforcement agency. Effective training prepares members to act decisively and correctly in a broad spectrum of situations, and it reduces the agency's exposure to liability.
13.2 - InService, Roll Call, and Specialized Training - In-Service, Roll Call, Specialized, and Remedial Training	General Order	12/27/2017	The Jupiter Police Department encourages all members to improve personal skills, knowledge and abilities necessary to accomplish the mission of the Department through education and training. In service and career development training certified by Criminal Justice Standards and Training Commission (CJSTC) enables sworn members to maintain their State certification. Civilian members have access to many of the same training opportunities through the Department of Human Resources.
13.3 - Field Training and Evaluation Program	General Order	6/16/2015	All newly appointed law enforcement officers are required to successfully complete an "on the job" Field Training and Evaluation Program (FTEP) designed to acquaint them with agency policies, procedures, rules and regulations.
13.4 - College Tuition Reimbursement	General Order	3/25/2019	The Jupiter Police Department will provide financial assistance for tuition to members seeking approved college degrees

			according to this policy, funds permitting.
13.5 - Intern Program	General Order	3/28/2012	Knowledge can be enhanced through an experientially applied dimension by being a participant and student in a law enforcement agency. Formal interaction, acceptable by both the affected student and the Police Department, can be advantageous to both the community and potential placement as perspective employees.
13.6 - Non-Certified Police Officer Academy Sponsorship - Non-Certified Police Officer Academy Sponsorship Program	General Order	6/18/2013	The Jupiter Police Department will provide career achievement assistance to Police Officer candidates who seek employment with the Town, as Police Officers, through the use of a Criminal Justice Academy Sponsorship program.
14.1 - Employee Performance Evaluation	General Order	8/15/2018	All full-time and part-time employees will receive an annual performance evaluation. Performance evaluations will measure how the employee's job responsibilities were performed, establish employee goals, measure the accomplishment of employee goals, and allow for both supervisor and employee observations of overall performance.
15.1 - Uniform Operations	General Order	9/21/2016	The patrol function should always be handled by members in uniform who are operating marked police vehicles. At times, however, it may be more beneficial to assign specific officers to unmarked cars and plain clothes for special assignments where the use of marked vehicles and officers in uniform would jeopardize officer safety, or compromise a police operation.
15.10 - Line of Duty Deaths	General Order	6/21/2012	The purpose of this General Order is to prepare the Jupiter Police Department for the event of an officer's death in the line of duty and to direct the agency in

			providing a proper response and support for the deceased police officer's family.
15.11 - Wrecker Rotation Policy	General Order	5/31/2019	To establish uniform policy and procedures for creating and maintaining a wrecker rotation list and provide for Wrecker Company qualification, application and inspection. Also addressed will be sanctions for failure to adhere to this policy by Wrecker Services and departmental responsibility.
15.12 - Canine (K9) Unit	General Order	10/18/2018	A police K 9 team is a valuable law enforcement tool for use in the apprehension of criminals, lost person location, evidence recovery, narcotics or explosives detection, police officer protection, as well as other persons, crime prevention, and for favorable public relations promotion. The procedures set forth herein are intended to insure the effective use of K 9 teams. The effectiveness of a K 9 team depends largely on the cooperation of other officers in the Department, especially in the areas of burglaries and tracking assignments. Aside from the K 9's value as a crime deterrent, the main attribute of a dog is his keen sense of smell and his ability to alert his handler to a dangerous situation, such as a hidden criminal.
15.13 - All Terrain Vehicles (ATV)	General Order	3/28/2012	The purpose of this General Order is to provide officers who utilize the All Terrain Vehicles (ATV) with guidelines that address policies and procedures which have special significance to the ATV mission.
15.14 - Police Bicycle	General Order	3/28/2012	The Jupiter Police Department utilizes police bicycles to provide police services to the community through the Beach Patrol Unit, special purpose patrols, and special details. Personnel must complete a department approved police mountain bicycle training

			course to be qualified to ride a police bicycle.
15.15 - Police Marine Unit	General Order	1/3/2019	The Jupiter Police Department utilizes a patrol boat and a Rigid Hull Inflatable (RHI) boat to provide protection on water as we do on land. The Marine Unit vessels will be used for special purpose patrol, search and rescue operations, and salvage operations. The Marine Unit will patrol the waterways within the Town limits to provide a visible deterrent, to assist the boating public, and to enforce State and Local marine laws. The unit will also assist in drug interdiction when and/if necessary.
15.16 - VIP Security	General Order	3/28/2012	Upon the approval of the Chief of Police, the Jupiter Police Department will provide for the security of visiting dignitaries when requested by outside agencies. Dignitary protection will be coordinated through the Operations Support Commander.
15.17 Diplomatic Immunity and Consular Notification	General Order	5/17/2012	The purpose of this General Order is to establish proper guidelines for handling police incidents that involve persons entitled to privileges generally referred to as "Diplomatic Immunity", as well as listing procedures for consular notification for the arrest, detention and/or death of a foreign national.
15.18 Ride Along Program	General Order	8/16/2018	It is the policy of the Jupiter Police Department to allow certain authorized persons to accompany a sworn police officer for the purpose of familiarization with Town geography and/or patrol operations. Certain restrictions and procedures will apply to those persons who may be authorized to ride along as passengers in a Jupiter Police vehicle.
			These guidelines will cover receipt of sexual predator and sexual offender registration

15.19 - Sexual Predators/Offenders	General Order	11/5/2018	information, public notification and follow-up, and the responsible components within the organization whose job it will be to assure all necessary, appropriate, and mandatory requirements are met.
15.2 - Domestic Violence	General Order	3/28/2012	The purpose of this policy is to reduce the incidence and severity of domestic violence, protect victims of domestic violence, provide them with support through a combination of law enforcement and community services, and promote officer safety by ensuring that officers are fully prepared to effectively deal with domestic violence calls for service. Domestic violence investigations will be actively pursued by the Jupiter Police Department and an arrest will be the preferred response in situations where probable cause exists. Priority will be given to ensuring victim safety and referral to appropriate services.
15.20 - Field Interview Report	General Order	8/20/2018	The purpose of this General Order is to establish guidelines for the completion of a Field Interview Report (FIR) and to provide guidance in determining valid situations which would warrant the execution of this document.
15.22 - Marchman Act for Substance Abuse	General Order	5/17/2012	The purpose of this General Order is to establish guidelines, alternatives, and duties of Department personnel when dealing with substance abusers.
15.23 - Mental Health/Baker Act	General Order	10/16/2018	It is the policy of the Jupiter Police Department to ensure a consistently high level of service is provided to all community members. Jupiter Police Department employees will afford people who have mental illnesses the same rights, dignity and access to police and other government and community services as are provided to all citizens.

15.24 - Alarms	General Order	12/12/2016	The Jupiter Police Department will respond to all alarm complaints. The Police Department will not directly monitor any type of alarm system except those systems that are internal to Town of Jupiter Governmental Buildings
15.25 - Interview Rooms	General Order	3/28/2012	The purpose of this General Order is to establish guidelines for the use of the interview rooms.
15.26 - Underwater Recovery Team	General Order	1/8/2019	This order is designed as a guideline for the Underwater Recovery Team. No set of regulations can govern every circumstance. Divers are reminded that safety is the primary concern. While accomplishing the assigned task is important, doing so at abnormal risk or with injury to a diver is not acceptable. Each diver is expected to consider safety first in the event an occurrence arises that is not covered herein. In cooperation with the Mutual Aid Agreement, the Underwater Recovery Team members may be utilized to assist other agencies in underwater operations. Such operations will require Supervisory approval prior to deployment.
15.27 Global Electric Motor Car (GEM) - Global Electric Motorcar (GEM)	General Order	3/28/2012	The purpose of this General Order is to provide officers who use the Global Electric MotorCar (GEM) with guidelines that address policies and procedures which have special significance to the GEM mission.
15.28 - Fair and Impartial Policing	General Order	8/30/2017	This General Order is intended to unequivocally state that bias based profiling by the Jupiter Police Department is totally unacceptable, to provide guidelines for officers to prevent such occurrences, and to protect our officers from unwanted accusations when they act within the scope of the law and policy.
			The Jupiter Police Department recognizes that missing persons,

15.29 - Missing Persons	General Order	1/17/2019	especially missing children, are a great concern to the community. It is well established that many missing persons become victims of crime. The Department's prompt and professional response to a missing person report can have a positive effect on the case and the community.
15.3 - Vehicle Pursuit and Response to Calls	General Order	10/24/2018	Personnel operating marked police vehicles, equipped as authorized emergency vehicles, may initiate and continue vehicular pursuits in compliance with the provisions of this General Order. All personnel operating Department vehicles should exercise due regard for the safety of all persons. No assignment should be of such importance, and no task should be expected with such emphasis, that the principles of safety become secondary. There are no tasks in the Department of such importance that they justify the disregard of the safety of innocent persons.
15.30 - Specialized Assignments	General Order	6/6/2016	The purpose of this General Order is to create a standardized selection process for assignment to specialized positions within the police department.
15.31 - Segways	General Order	3/28/2012	The Segway will respond to any situation where the legitimate purposes of law enforcement can be enhanced through its use.
15.32 - Municipal Code Violations	General Order	3/28/2012	The Jupiter Police Department will investigate and enforce any observed or reported violations of the Town of Jupiter Municipal Code of ordinances, in accordance with the laws of the State of Florida. The Code Enforcement division will be responsible for conducting investigations on violations of the Town of Jupiter Municipal Code with the assistance of patrol personnel as needed.
			Guidelines for interacting with

15.34 - Autism Awareness and Special Needs Registry	General Order	5/24/2017	individuals with developmental disorders such as Autism or Autism Spectrum Disorder.
15.4 - Special Purpose Vehicles and Vessels	General Order	9/25/2017	The purpose of this General Order is to provide guidance for enforcement personnel in their use and operation of agency vehicles that have designated specific law enforcement applications.
15.5 - Death Investigations	General Order	8/29/2018	The purpose of this General Order is to establish procedural guidelines for Jupiter Police Department members who are handling death investigations.
15.6 - Investigation of Hate Crimes	General Order	3/28/2012	It is the policy of the Jupiter Police Department to bring the investigative and enforcement elements of the police department into action as appropriate, following any and all reported or observed incidents of criminal acts resulting from racial, religious, ethnic, or sexual orientation hatred.
15.7 - Officer Involved Shootings	General Order	10/19/2016	The purpose of this General Order is to establish policy pertaining to all Officer Involved Shootings, whether on duty or off duty. Also, it attempts to educate all personnel to the seriousness of the situation and outlines the various steps the Police Administration must follow to ensure all parties involved are treated in a fair and impartial manner. Steps are also outlined to ensure that there are effective measures to deal with the delayed stress reaction of Post Shooting Trauma.
15.8 Victim/Witness Assistance	General Order	3/28/2012	The Jupiter Police Department believes that an integral part of the Department's mission is to assist and provide information to victims and witnesses of crimes and direct them to special services that are available to them. The Department is responsible for providing necessary information to all victims of criminal activity and make each victim and witness

			<p>aware of his/her legal rights. The responsibility for such notification will be that of each Officer and/or Investigator. A copy of this directive will be filed with the Office of the Governor and subsequent changes or amendments thereto will likewise be filed when adopted.</p>
15.9 - Agency Vehicles/PPV Program	General Order	4/21/2015	<p>The purpose of this general order is to establish guidelines and procedures for vehicle assignment and use.</p>
16.1 - All Hazards Plan	General Order	6/19/2019	<p>The purpose of this directive is to establish the Incident Command System (ICS) as the method of response to organize both short-term and long-term field-level operations for an "All-Hazards" approach to a broad spectrum of emergencies ranging from small to complex incidents, both natural and manmade.</p>
16.10 - Rapid Deployment - Rapid Deployment/Active Shooter	General Order	9/10/2018	<p>The Jupiter Police Department will respond to and rapidly deploy available personnel during incidents presenting an imminent threat of loss of life or serious bodily injury. The primary concern in such situations will be the safety of innocent civilians. Officers responding to Active Shooter incidents will employ sound officer safety tactics while minimizing time consuming tasks that will delay a quick responsive to an immediate threat.</p>
16.10 - Tactical Observer Teams - Tactical Observer Teams	General Order	3/29/2012	<p>Use of deadly force by Tactical Observer Team members will be governed by Florida Statute 776.012 and Departmental General Order 1.5, Use of Force, and can be used in defense of: one's self, other team members, hostages or the public at large. The "Alpha Order" may be given by the Chief of Police or his specified designee as a method to resolve a situation by use of lethal force. Once specific criteria are met, any team member with the opportunity and</p>

			capability to resolve the situation with lethal force may, in fact, utilize that option.
16.11 - SWAT Team Vehicle	General Order	3/29/2012	This General Order is intended to establish guidelines for the use and operation of the SWAT Team vehicle.
16.12 - Homeland Security	General Order	6/6/2012	The Department is committed to the protection and safety of the citizens of Jupiter and the many people who visit or travel through our town. The cooperation and collaboration of town officials; town departments; county, state and federal government agencies; hospitals; private agencies; community leaders; and neighboring communities is critical to achieving public safety.
16.13 - Emergency Response Vehicle	General Order	3/29/2012	This General Order is intended to establish guidelines for the use and operation of the Emergency Response Vehicle.
16.14 - HNT Vehicle	General Order	3/29/2012	This General Order is intended to establish guidelines for the use and operation of the Hostage Negotiation Team (HNT) vehicle.
16.15 - Mobile Command Vehicle	General Order	3/29/2012	This General Order is intended to establish guidelines for the operation, maintenance, and use Mobile Command Vehicle of the Jupiter Police Department
16.16 Street Crimes Unit Video Surveillance Vehicle	General Order	7/31/2015	To establish guidelines for the use and operation of the Street Crimes Unit Video Surveillance Vehicle.
16.2 - Hurricane Plan	General Order	7/24/2018	The purpose of this General Order is to serve as a plan of operation during a hurricane. This General Order will be referred to as the Hurricane Plan and will outline the general duties and responsibilities of police personnel in the event of a hurricane, in addition to the procedures identified in 16.1, All Hazards Plan.
16.3 - Bomb Threats and Hazardous Device Incidents	General Order	4/2/2018	The purpose of this General Order is to establish guidelines for handling bomb threats and explosive or incendiary device

			incidents.
16.4 - Hostage/Barricaded Subject Incidents - Hostage/Barricaded Incidents	General Order	6/6/2012	In hostage/barricaded subject situations it will be the policy of the Jupiter Police Department to consider the lives of the hostages, civilians, and officers involved being of the utmost importance. The Jupiter Police Department will avoid confrontation in favor of controlling and containing the situation until the arrival of trained tactical and/or hostage negotiation personnel. Whenever possible, the Jupiter Police Department will make every effort to enhance the prospects of peacefully resolving the incident through communication with the suspect; to develop and maintain the ability to use alternative approaches to resolve the incident should communications fail; and, in hostage situations, to make every reasonable effort to effect the safe release of the hostages.
16.5 - Hostage Negotiation Team	General Order	11/12/2014	The Jupiter Police Department establishes a Hostage Negotiation Team and will deploy specially trained negotiators to those situations wherein a subject is barricaded and may reasonably be expected to possess deadly weapons and/or present a danger to him/her self or others or where hostages are being held. Negotiators will make every effort to bring such situations to a safe resolution, however the Jupiter Police Department recognizes that not all negotiations will be successful due to choices made by the hostage taker or barricaded person and that tactical options may be necessary to minimize harm or loss of life.
	General		The Department develops a written plan for handling each individual special event which includes delineating responsibilities, planning for crowds, traffic, logistical

16.6 - Special Events	Order	3/29/2012	requirements and the crime problems often associated with the events. These plans also establish procedures for the coordination of the Department functions with agencies with concurrent jurisdictions.
16.7 - Hazardous Materials Response	General Order	3/29/2012	Hazardous material incidents have the potential to create health and exposure hazards to the community and responders as well as property damage. Proper response and handling of these incidents may mitigate these hazards. See General Order 7.3, Exposure to Hazardous Materials.
16.8 - Mass Arrests	General Order	3/29/2012	The purpose of this General Order is to establish uniform procedures for the Jupiter Police Department to effect lawful arrests during large scale criminal activity, e.g. looting, civil disturbances and/or other incidents.
16.9 - Special Weapons and Tactics Team (SWAT)	General Order	3/21/2018	The nationwide increase in violence has dictated that specially trained and equipped personnel are available to handle high risk search warrant entries and the capacity to neutralize situations involving exceptional risks or unusual hazards. Therefore, this Department must maintain a specially trained team which can respond to these types of situations. The main objective of this team is the protection of the citizens of this Town, the police personnel responding to such incidents, and the subject(s) involved. The ultimate goal and purpose of this team is the protection of life. In this effort, the team will use all tactical ability available. The Jupiter Police Department also recognizes that certain situations must be resolved with the assistance of other specially trained critic
			The Jupiter Police Department will conduct professional and thorough investigations regarding

17.1 - Investigations	General Order	9/18/2018	reported criminal activity, in accordance with the laws of the State of Florida. It will also be the policy of this Department to investigate any other incident, as directed by the Chief of Police, which has the potential to affect the safety and security of the citizens of Jupiter. On call investigative members of the Jupiter Police Department will be identified through a schedule posted and distributed to all concerned members. Investigators normally attend patrol shift briefings, as needed. Attendance at these briefings should serve to enhance cooperation and permit the timely dissemination of information.
17.10 - Criminal Street Gang Intelligence	General Order	5/30/2012	The Jupiter Police Department recognizes that proper documentation and specialized interview techniques allow for a proactive approach to preventing and investigating criminal street gang activity. It will be the policy of the Jupiter Police Department to document criminal street gang members and associates by means of a Gang Intelligence Form. The information developed from the Gang Intelligence Forms will be shared with Department members through gang liaisons assigned to individual shifts and units. All gang intelligence will be maintained and coordinated by the Department's Multi Agency Gang Task Force representative.
17.11 - Video Recorded Interviews	General Order	3/29/2012	It is the policy of the Jupiter Police Department to use audio and video recording devices during formal interviews in major cases when available, in order to preserve the statements of witnesses, victims and suspects of those incidents.
			The Jupiter Police Department is committed to the investigation and arrest of persons involved in

17.12 - Street Crimes Unit	General Order	3/29/2012	criminal activity. Special investigative methods and techniques are used to identify principals and coconspirators involved in this criminal activity. Guidelines are necessary to ensure officer safety and meet operational objectives.
17.13 - Methamphetamine/Clandestine Labs	General Order	3/29/2012	It is the policy of the Jupiter Police Department to defer all on-scene investigations of suspected Methamphetamine labs to the Drug Enforcement Administration (DEA) and HIDTA (High Intensity Drug Trafficking Area) teams.
17.14 - Investigation of Critical Incidents	General Order	3/29/2012	The Jupiter Police Department has established a Critical Incident Team to provide for the effective and efficient investigation of major cases, such as police involved shootings, homicides, abducted/missing children, or any cases where extensive investigation is necessary.
17.15 - Fraud Investigations and Identity Theft	General Order	3/29/2012	The General Order is intended to establish procedures for the investigation and handling of reported identity theft.
17.16 - Collection, Preservation of Evidence - Collection, Preservation, and Submission of Evidence	General Order	1/4/2019	The purpose of this General Order is to provide for the responsibility of the person or persons who process the scene of an incident and to require that a crime scene investigator is available on a 24-hour basis.
17.17 - Cold Case Investigation	General Order	3/29/2012	Typically, cold cases are violent or other major felony crimes, such as murder or rape, which unlike unsolved minor crimes are generally not subject to a statute of limitations. With the advent of improving DNA testing and other forensic technology, law enforcement has made great strides in its ability to identify unknown offenders, even years after the crime occurred. It is imperative that law enforcement agencies have a system in place that ensures cold cases are being

			periodically renewed.
17.18 - Forensic Services Vehicles - Forensic Services Vehicles	General Order	3/29/2012	The General Order is intended to maintain a vehicle for the Forensic Services Section to utilize in order to more efficiently respond to calls for service.
17.19 - Video Media Processing System	General Order	3/29/2012	It is the policy of the Jupiter Police Department to use the Video Media Processing System to process surveillance videos for the purpose of criminal investigations in order to preserve evidence.
17.2 - Sexual Battery Investigations	General Order	10/11/2018	The Jupiter Police Department will reduce the incidence and severity of sexual violence, protect victims of sexual violence, provide them with support through a combination of law enforcement and community services, and promote officer safety. Sexual violence complaints will be vigorously investigated. Response to sexual violence complaints will not vary on the basis of the characteristics, status or profession of the victim or perpetrator (including status of victim or perpetrator as an employee of this agency), or the nature of the relationship between the victim and perpetrator. High priority will be assigned to ensuring victim safety and referral to appropriate services. Consistent with this, the following policy components are adopted.
17.20 - Eyewitness Identification	General Order	1/22/2019	The purpose of this General Order is to provide guidelines when conducting eyewitness identification.
17.21 - Vulnerable Adult Investigations	General Order	3/29/2012	The purpose is this General Order is to standardize operational protocol for handling investigations involving the abuse, neglect, or exploitation of vulnerable adults. This policy is intended to ensure effective communication between various agencies during these investigations.

17.22 - Event Deconfliction System	General Order	6/9/2016	Establish guidelines for the appropriate use of an Event Deconfliction pointer system.
17.3 - Computer Voice Stress Analyzer	General Order	3/29/2012	The Jupiter Police Department will permit the use of the Computer Voice Stress Analyzer when circumstances meet guidelines established by this directive. Because the CVSA lends itself to Overt and Covert examinations, certified operators are governed by Florida State Statute, Chapter 943.
17.4 - Search Warrants	General Order	10/16/2018	It is the policy of this agency that all officers have a sound knowledge of the legal requirements associated with obtaining a search warrant, to prevent suppression of evidence, support the constitutional rights of citizens, and to maintain public confidence in this agency's mandate to carry out the police function in an ethical and legal manner.
17.5 - Investigative Funds	General Order	6/12/2012	Investigative expense funds are allocated to the Criminal Investigations Section. These funds are intended to be used by authorized Jupiter Police Department personnel involved in the investigation of criminal activity, conducting confidential investigations, and for the purpose of purchasing illegal narcotics and stolen property. Payments may also be made to Confidential Informants whose information is considered valuable in the arrest and prosecution of criminals, reimbursement of officer expenses, and other expenses incurred during an investigation.
			The Jupiter Police Department will use informants solely for operative necessities in accordance with standards set forth in this order. All police personnel will be aware of the hazards presented by using informants and ensure positive control of their conduct while

17.6 - Informants	General Order	8/14/2018	acting in that capacity. Keeping an informant motivated can be a constant source of concern and inquiries by supervisors. At no time will informants be allowed access to any information beyond what is necessary to perform their function. Informants are recognized by the judicial system as a legitimate investigative tool.
17.7 - Undercover and Surveillance Operations	General Order	3/29/2012	The purpose of this General Order is to establish and provide safe and effective guidelines for all officers operating in a temporary or regular undercover capacity or assignment, and procedures for members involved in surveillance operations.
17.8 - Decoy Operations	General Order	3/29/2012	The purpose of this General Order is to establish guidelines for decoy operations utilized by the Jupiter Police Department.
17.9 - Raids	General Order	3/29/2012	It is the policy of the Jupiter Police Department that tactical operations for raids are to be properly planned and conducted, thereby ensuring effectiveness and the safety of Department personnel and the community at large. Members conducting raids that require a Search Warrant will adhere to General Order 17.4, Search Warrants.
18.1 - Juvenile Operations	General Order	12/20/2018	The Jupiter Police Department is committed to the development and perpetration of programs designed to prevent and control Juvenile Delinquency. The Jupiter Police Department cooperates with the State Attorney's Office Department of Juvenile Justice and Circuit Court (Juvenile Division) in the handling of juveniles in compliance with Florida Statutes, Chapter 985 governing juveniles. Members will encourage review and comment from these agencies when developing policies and procedures relating to juveniles.
			In an effort to enhance protection

18.2 - Child Abuse Investigations	General Order	3/29/2012	and service to children in our community the Jupiter Police Department has entered into a working agreement with the Department of Children and Families, the State Attorney's Office, the Child Protection Team, and the Children's Place at Home Safe. The investigation and intervention of child abuse/neglect and domestic abuse will be handled in a comprehensive, coordinated, multi disciplinary team approach to assure each case involves the combined professional abilities, knowledge, skills and available resources of all the involved, key parties.
19.1 - Crime Prevention and Community Relations	General Order	2/23/2015	Community Policing is a philosophy and organizational strategy that promotes a partnership with citizens to work together to identify and solve community crime and disorder problems with the goal of improving the overall quality of life in the community. Community Policing rests on the belief that the citizens and the police department, only by working together, can improve the quality of life in the community. It challenges all department personnel to find ways to develop new proactive initiatives aimed at solving community problems.
2.1 - Department Organization	General Order	3/26/2015	It is important for all employees of the Jupiter Police Department to be familiar with the structure, functions, activities, and services of the Department to fulfill their own job duties and responsibilities. Understanding the organizational structure will aid in the proper and timely flow of information, as well as the delegation of tasks via the chain of command. By communicating this formal organizational structure to all personnel, the Department seeks to achieve a higher delivery of service to the

			Jupiter community.
2.2 - Principles of Organization	General Order	5/15/2012	In the law enforcement profession, it is important that only one person be in direct command and control of each situation and that each member is supervised by only one supervisor. Unity of Command assures unity of effort by coordinating the actions of all forces toward a common goal. The Span of Control is determined by such factors as the complexity of tasks to be performed by subordinates, the separation of superiors from subordinates by time or geography, and the time required for other functions not related to supervision.
20.1 - Criminal Intelligence	General Order	3/29/2012	Within every law enforcement organization, it is an absolute necessity that certain information be maintained that is not obtainable through regular police channels on criminal activities and the persons involved. These files are not related to the records maintained by the Records Section, and are used as an aid in combating criminal conduct that presents a threat to the community. It is the policy of the Jupiter Police Department to utilize intelligence information obtained by internal or external sources, in an effort to anticipate, prevent or monitor criminal activity. It is also the policy of this agency to actively, collect, verify, analyze, maintain and distribute intelligence information.
20.2 - Crime Analysis	General Order	3/29/2012	Crime analysis is a function whereby current useful information is used to aid operational personnel in meeting their tactical crime control and prevention objectives. This is accomplished by identifying and analyzing methods of operation of individual criminals, providing

			crime pattern recognition, and providing analysis of data from field interrogations and arrests.
21.1 - Community Service Officer	General Order	5/15/2015	The Community Service Officer (CSO) is a paraprofessional civilian position that will be responsible for providing operational support services and assistance to the various divisions within the Jupiter Police Department. CSOs will help alleviate the necessity for assignment of certain incidents and responsibilities to sworn police officers.
22.1 - Police-Media Relations	General Order	7/25/2018	It is the policy of the Jupiter Police Department to cooperate fully and impartially with authorized news media representatives in their efforts to gather factual, public information pertaining to activities of the Department, as long as these activities do not unduly interfere with departmental operation, infringe upon individual rights, or violate the law.
23.1 - Traffic Crash Investigations	General Order	8/17/2015	The Jupiter Police Department will investigate and report traffic crashes occurring within the jurisdictional boundaries of the Town of Jupiter. Investigations will be conducted as expediently and thoroughly as possible with emphasis on courtesy and assistance to all involved parties.
23.10 - Portable Breath Test Units	General Order	6/4/2013	It is the policy of the Jupiter Police Department to discourage the consumption of alcoholic beverages by persons under the age of 21. This will be accomplished by enforcement of the "administrative suspension" law under Section 322.2616, F.S., and as often as possible, via the use of a preliminary alcohol screening test device.
23.11 - School Crossing Guard Program	General Order	3/29/2012	The purpose of this General Order is to establish guidelines for the School Crossing Guard Program.
			Jupiter Police Departmentâ€™s

23.12 - Mobile Video Recorders - Mobile Video Recorders	General Order	4/9/2019	policy is to use mobile video and audio recording to enhance the effective and efficient delivery of police services and to record actions, conditions, and statements that could be used in the prosecution of criminal and traffic offenses.
23.13 - Speed Measuring Devices	General Order	6/5/2013	The purpose of this General Order is to establish guidelines for the use of speed measuring devices in traffic law enforcement.
23.14 - Automated License Plate Recognition	General Order	7/24/2013	The Jupiter Police Department utilizes Automated License Plate Recognition to aide in the detection of possible stolen/wanted vehicle and persons. In order to safely and effectively utilize this technology, all personnel will comply with the provisions of this order.
23.2 - Traffic Direction, Control and Ancillary Service - Traffic Direction, Control, and Ancillary Services	General Order	3/29/2012	The Jupiter Police Department will provide traffic direction and control functions at those times and places where law enforcement authority and/or human intervention are needed to ensure the safe and efficient flow of traffic. It will also be the policy of the Department to provide assistance and protection for the users of the streets and highways within the Town.
23.3 - Traffic Law Enforcement	General Order	7/29/2019	The purpose of this General Order is to establish procedural guidelines and standards for personnel charged with the enforcement of traffic laws and assisting the public with related traffic matters.
23.4 - Traffic Citations - Traffic Citations	General Order	2/1/2016	The Jupiter Police Department has established guidelines for the preparation, issuance, processing and maintenance of traffic citations/parking tickets issued by members of this agency. This policy also addresses traffic court hearing(s) which may arise as a result of the issuance of traffic citations/parking tickets.
			The Department fully supports a

23.5 - DUI Enforcement	General Order	12/18/2018	comprehensive cooperative DUI Countermeasures Program, and has established DUI enforcement as one of its highest priorities. Sworn officers must be alert for signs of alcohol and/or drug impairment in all contacts with motorists and make every effort to detect and apprehend them. After conducting an initial examination at the scene of the traffic contact and upon determining that probable cause to arrest is present, officers will affect a physical arrest of the subject. Evidentiary test(s) will be offered in accordance with state and local requirements. Officers are reminded that evidentiary tests are supplemental tools only, and a refusal to submit to any evidentiary test will not constitute cause to issue a citation for a lesser charge. All sworn of
23.6 - Vehicle Impound and Towing	General Order	2/4/2016	Circumstances arise that require moving civilian vehicles and vessels at the direction of the Jupiter Police Department. Standardized procedures are essential so that legal requirements are met for the protection of the agency and the vehicle or vessel owner.
23.7 - DUI/Driver License Checkpoints - DUI/Safety Checkpoints and Driver License Checkpoints	General Order	5/30/2012	DUI/Safety Checkpoints are an important component of an effective enforcement program as it is designated to raise a driver's perceived probability of apprehension of DUI. The use of checkpoints for DUI enforcement appears to be consistent with the court's interpretation of an individual's fourth amendment rights, if they are conducted in a reasonable fashion. The actual procedures must be designed so that the intrusion is kept to a minimum and any appearance of arbitrary or discretionary action on the officer's part is eliminated or kept to a minimum.

23.8 - Motor Vehicle Crashes Involving Town Vehicles	General Order	4/17/2015	The purpose of this General Order is to establish proper guidelines for handling motor vehicle crashes involving Town owned vehicles.
23.9 - Police Motorcycles and Motorcycle Officers	General Order	7/24/2018	The nature of vehicular traffic in the Town of Jupiter dictates the use of a maneuverable, highly mobile vehicle to facilitate movement in congested traffic. The Jupiter Police Department has elected to utilize Police Motorcycles as an alternative transportation method. Motor Officers have the same basic police responsibilities as all other uniformed officers consistent with their assignment. Instructions contained in this General Order specifically apply to police motorcycle operations.
24.1 - Prisoner Transportation	General Order	5/30/2012	Transporting prisoners is a potentially dangerous function. Therefore, it is the policy of the Jupiter Police Department to take precautions necessary while transporting prisoners, to protect the lives and safety of officers, the public, and the person in custody, until prisoners are accepted into the custody of the county jail, or released on their own recognizance.
24.2 - Temporary Detention Facility	General Order	3/5/2019	The purpose of this General Order is to outline procedures for processing prisoners through the Temporary Detention Facility. The safety of the police officer and prisoner depends on adherence to proper procedures during the processing of prisoners.
25.2 - Handling Calls for	General	3/29/2012	The Jupiter Police Department will insure that a law enforcement response to emergency and non emergency calls for service is continuously available within the jurisdictional boundaries of the Town of Jupiter. All personnel operating Department vehicles should exercise due regard for the safety of all persons. No

Service	Order		assignment should be of such importance, and no task should be expected with such emphasis, that the principles of safety become secondary. There are no tasks in the Department of such importance that they justify the disregard of the safety of innocent persons.
26.1 - Records Management	General Order	7/30/2019	It will be the policy of the Jupiter Police Department to comply with regulations regarding the retention of public records, as defined in Chapter 119, Florida State Statutes. Chapter 257, Florida State Statutes advises that it is the duty of each agency to cooperate with the State in complying with the provisions of records retention and disposal by establishing and maintaining an active and continuing program for the economical and efficient management of records.
26.2 - Incident Report System	General Order	12/3/2012	The purpose of this General Order is to establish policies and procedures for a reporting system which will record all complaints, reports of crimes and requests for service.
27.1 - Property and Evidence Management	General Order	10/16/2018	The Jupiter Police Department will ensure that there is a system of control of property in custody to ensure continuity and consistency in its safekeeping and to meet the requirements of the courts. This procedure establishes a system for handling property and evidence taken into police custody and the storage and management of said property. The primary responsibility of logging, handling, transferring, and storing evidence and other specified property is assigned to the Evidence Technician, with the overall responsibility assigned to the Operations Support Division Commander. All personnel handling evidence/ property will be held accountable for their actions while the evidence/

			property is under their control and in their possession.
27.2 - Computer Equipment Evidence	General Order	3/29/2012	The Jupiter Police Department will ensure that the integrity of computer equipment evidence and its data are maintained. First responders who are seizing a computer system will adhere to the procedures stated within this policy for securing, collecting, transporting and storing computer equipment evidence.
27.3 - Body Worn Camera	General Order	4/9/2019	Body Worn Camera
28.1 - Forfeiture	General Order	5/3/2016	The purpose of this General Order is to standardize policies and procedures regarding the seizure, maintenance, and forfeiture of assets pursuant to the provisions of the Florida Contraband Forfeiture Act (F.S.S. 932.701 707)
28.2 - Arrest Procedures	General Order	5/23/2012	The purpose of this General Order is to establish procedures for effecting arrests.
28.3 - Career Criminals	General Order	3/29/2012	A substantial and disproportional number of serious crimes are committed by a small number of repeat offenders, commonly known as habitual felony offenders or habitual violent felony offenders. Priority should be given to the investigation, apprehension and prosecution of these career criminals.
29.2 - Personal Lockers	General Order	6/13/2013	The Jupiter Police Department will provide and assign personal lockers that are for the storage of personal and departmental issued property, and are subject to periodic inspections.
29.3 - Building Security	General Order	6/22/2012	A secure working environment is necessary in order to provide efficient police services to the community. This necessitates a higher level of security awareness to provide for the safety of police department employees and security of the police department.
			The purpose of this General Order

29.5 - Use of Exercise Room	General Order	3/29/2012	is to establish guidelines for the conduct and safety of personnel using the Department's Exercise Room.
29.6 - Automated External Defibrillator (AED)	General Order	6/13/2013	The Jupiter Police Department will provide citizens with emergency cardiac care prior to the arrival of Advanced Life Support (ALS) providers. This service will be provided through the use of Automated External Defibrillator (AED) devices. The Officers' use of the AED will not supersede the care provided by recognized Advanced Life Support (ALS) providers. The AED will allow the Officer to deliver early defibrillation to those patients requiring such care.
29.7 - Department Computer Systems	General Order	2/5/2019	The Jupiter Police Department provides various types of computers for use by all personnel to aid in providing law enforcement services in an efficient and effective manner. While the primary purpose of department computers is to assist employees in completing their daily assignments, it is recognized that frequent exposure to computer systems will generally enhance a member's ability to work with a computer.
29.8 - Voluntary Wellness Program	General Order	3/9/2015	The Jupiter Police Department wellness program is completely voluntary. The Jupiter Police Department encourages all members to participate in the Voluntary Wellness Program.
3.1 - Written Directive System	General	2/23/2017	It is of the utmost importance that personnel receive current information and consistent direction. An efficient written directive system is invaluable in achieving this goal. The General Order is the primary means by which policy is developed, revised and maintained. Police Department personnel are responsible for familiarizing themselves with any written documentation pertaining to their

	Order		<p>respective assignments. It is the individual employee's responsibility to maintain a current copy of each General Order in the binder/manual/computer file provided by the agency. Any male gender terminology in the General Orders is used in a neutral manner to indicate both the male and female gender, unless one or the other is specifically expressed.</p>
3.2 - Departmental Correspondence	General Order	5/18/2012	<p>The purpose of this General Order is to maintain effective control over quality and content of Departmental correspondence.</p>
3.3 - Administrative Management	General Order	3/23/2016	<p>The purpose of this General Order is to address management principles of a general nature.</p>
3.4 - Inspectional Services	General Order	3/12/2015	<p>The inspectional process is an essential mechanism for evaluating the quality of the Department's operations; ensuring that the Department's goals are being pursued; identifying the need for additional resources; and ensuring that control is maintained throughout the Department. The inspectional process, at both the line and the staff levels, provides the Command Staff and other Supervisors with a means of regularly assessing the agency's efficiency and effectiveness and provides information necessary to plan for change.</p>
3.5 - Planning and Analysis	General Order	3/20/2018	<p>The Jupiter Police Department will maintain a Planning & Analysis function to enhance the management and operations of the department. Planning and Analysis will facilitate the maximum utilization of department resources, providing assistance and information of a technical nature within the department and appropriate agencies. Planning & Analysis performs a variety of functions including Crime Analysis,</p>

			COMPSTAT, Information Services, Strategic Planning, Balanced Scorecard and Legal Services. The function will receive direct guidance from the Chief of Police
3.6 - Goals and Objectives	General Order	5/28/2015	This General Order establishes the process by which the Department develops written goals and objectives that satisfy its many legislated roles to include Town of Jupiter Strategic Plans and Goals, yet allows for the constant evaluation of community needs.
4.1 - Civilian Volunteer Program	General Order	6/26/2012	The achievement of the goals of the Jupiter Police Department is best served by the active participation of citizens in the community. To this end, the Jupiter Police Department accepts and encourages the involvement of volunteers at all levels of the Jupiter Police Department and within all appropriate programs and activities. All agency personnel are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and assist in recruitment of volunteers from the community.
4.2 Police Chaplains	General Order	5/18/2012	The purpose of this General Order is to establish guidelines for the use of Police Chaplains, who provide services which include: spiritual help, guidance, pastoral counseling within their realm of expertise, and serve as a referral source for employees of the Jupiter Police Department, their family members, and the public regardless of their religious beliefs.
4.3 - Community Emergency Response Team	General Order	8/29/2012	This General Order establishes guidelines for the operation of the Town of Jupiter Community Emergency Response Team managed by the Jupiter Police Department.
			The Jupiter Police Department

4.4 Auxiliary/Reserve Police Officer Program	General Order	2/4/2016	provides for an Auxiliary/Reserve Police Officer Program to enhance manpower and to meet the demands created by emergencies such as civil disturbances, natural disasters, and other emergency conditions.
5.1 - Fiscal Activities	General Order	8/24/2015	It will be the policy of the Jupiter Police Department to ensure that all Departmental fiscal control issues comply with established Town procedures, State Statutes and specific governmental regulations regarding fiscal control, and generally accepted accounting principles. All purchases of goods and services made by Jupiter Police Department personnel will be in accordance with the Town's Purchasing Policy.
5.2 - Facility Maintenance and Repair	General Order	5/18/2012	Maintenance or repair of agency facilities will be completed according to this General Order.
6.1 - Accreditation Management	General Order	5/18/2012	The purpose of this General Order is to establish an Accreditation Management System which provides authority for the administration of the Accreditation process and the delegation of responsibilities to those involved.
6.2 - Accreditation Familiarization - Accreditation Familiarization	General Order	5/18/2012	It is the policy of the Jupiter Police Department to familiarize all employees with the Accreditation process.
7.1 - Infectious Disease Prevention an Exposure Control - Infectious Disease Prevention and Exposure Control Plan	General Order	11/21/2018	All members who work in high risk exposure positions will be provided with training and current safety procedure information to minimize risk from exposure to bloodborne pathogens, and to increase understanding of the nature and hazards of communicable diseases. This General Order will serve as the agency's Exposure Control Plan. It will be reviewed whenever new tasks and procedures affect occupational exposure, or at least annually, and

			updated as necessary. The exposure determination is based on the definition of occupational exposure WITHOUT REGARD TO PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT . The exposure determination is made by reviewing job classifications within the work environment.
7.2 - Skin Care and Exposure to Sun	General Order	5/18/2012	All personnel should be aware of the sun's harmful ultraviolet rays and the threat of skin cancer. Liberal amounts of sunscreen should be applied prior to exposure to the sun by all personnel assigned to outdoor activities; either through assignment (i.e.: Motorcycle, ATV, Bicycle, Marine or Beach Units) or special assignments requiring prolonged exposure to the sun.
7.3 - Exposure to Hazardous Materials - Exposure to Hazardous Materials	General Order	5/18/2012	The potential for an exposure to hazardous chemicals by an employee of the Jupiter Police Department is always present. Depending upon the nature of the exposure and type of chemical, prompt medical decontamination must occur. Refer to General Order 16.7, Hazardous Materials Response.
8.1 - Classification and Delineation of Duties - Classification and Delineation of Duties and Responsibilities	General Order	5/18/2012	Before a position can be advertised and filled, a job task analysis and a written job description must be completed. It is from these documents that the position will be evaluated for placement. These documents provide a job related focus for developing and implementing recruitment strategies; developing and validating hiring and promotional procedures; establishing spans of control; determining training requirements; and evaluating member performance.
8.2 Classification/Description	General	7/1/2019	The purpose of this General Order is to establish an understanding of the duties and responsibilities of

of Sworn Positions	Order		sworn personnel within the agency.
9.1 - Off-Duty Employment and Extra Duty Assignments - Off-Duty Employment & Extra Duty Assignments	General Order	4/29/2019	Self employment or work performed by members for an employer other than the Jupiter Police Department is a privilege, not a right. Members are paid for full time service to the agency and the Chief of Police retains the right to approve work after normal duty hours by sworn or civilian members as a condition of employment. This includes limiting the number of hours that can be worked during off duty time.
9.10 - Collective Bargaining	General Order	5/22/2012	The Jupiter Police Department recognizes the right of its employees to organize and will abide, in both letter and spirit, with the provisions of any collective bargaining agreement lawfully entered into by the town. The town subscribes to and practices the principle of "Good Faith" bargaining with the duly recognized bargaining units representing its members. The purpose of the Collective Bargaining Agreement is to promote harmonious relations between the Town of Jupiter and the PBA, and the members of the PBA, to establish an orderly and peaceful procedure to resolving differences that arise concerning interpretation or application of this, and to set forth the basic, complete, and full agreement between the parties concerning salaries, terms and all other conditions of employment.
			The Jupiter Police Department recognizes that concerns of a personal nature may affect job performance. In most instances, the employee can overcome such issues independently and the effect on job performance can be negligible. In other instances, normal supervisory assistance can serve as either motivation or

9.11 - Employee Assistance Program - Employee Assistance Program	General Order	4/7/2015	guidance to the employee, helping resolve their problem so their job performance can return to an acceptable level. In some cases however, neither the efforts of the employee nor the supervisor can help resolve the employee's problems. Their unsatisfactory performance may persist over a period of time, either constantly or intermittently. The Employee Assistance Program exists to serve employees in those times.
9.12 - Career Officer Program	General Order	5/11/2016	The purpose of this General Order is to establish the criteria, duties and responsibilities, and selection process for appointments to the specialized assignments of Police Officer First Class and Master Police Officer. The number of positions for Police Officer First Class and Master Police Officer will be determined by the Chief of Police.
9.13 - Military Veterans Workgroup	General Order	9/2/2014	It is the goal of the Jupiter Police Department to provide enhanced quality of life services to Jupiter Police Department employees who are serving in the United States Armed Forces Reserves and their families. The Jupiter Police Department has formed a Military Veterans Workgroup to handle military related requests for assistance from Department entities, Department employees, employee's family members, and the military.
9.2 - Application and Selection Process	General Order	3/20/2015	The Jupiter Police Department is an Equal Opportunity Employer and will select the most qualified candidates for employment. No applicant will be discriminated against in the application process because of race, color, age, sex, religion, national origin, marital status, or disability. The agency application and selection process will conform to law and this order.
			The Jupiter Police Department is an Equal Opportunity Employer

9.3 - Recruitment	General Order	6/19/2013	(EOE) and complies with all federal, state, and local regulations. The Department's recruitment efforts will ensure fair and equal treatment for all persons regardless of race, sex, creed, color, age, religion, national origin, sexual orientation, or physical or mental disability in its selection practices. To ensure job relevancy, the Department's recruitment strategies and procedures will be based on a written analysis of the job to be performed, and, the knowledge, skills, and training required to perform the job. The Town of Jupiter Human Resources Department will have the responsibility of maintaining a job task analysis for each sworn position within the Department.
9.4 - Promotions	General Order	11/28/2018	The promotional process is of vital interest and concern, as promotion brings about recognition, personal satisfaction, and added responsibilities. A standardized system is essential to the Department and the individual. Every effort has been made to make the following promotional processes job related and nondiscriminatory.
9.5 Smoke and Tobacco Free Workplace	General Order	5/18/2012	The Jupiter Police Department recognizes its responsibility to provide and maintain a clean and healthy work environment. It is the desire of the Police Department to promote and encourage a mutually comfortable environment, free from the health hazards and unsanitary conditions created through smoking or the use of other tobacco products.
9.6 - Equal Employment Opportunity	General Order	5/18/2012	The Jupiter Police Department strictly prohibits any discrimination based on race, sex, creed, color, age, religion, national origin or physical impairment in all employment practices and conditions, including but not limited to:

			recruitment, selection, termination, promotions, appointments, transfers, demotions, leave practices, rates of pay, and fringe benefits.
9.7 - Uniforms and Equipment	General Order	1/16/2019	The purpose of this General Order is to ensure uniformity in dress and appearance of police officers and employees of the Jupiter Police Department and to ensure basic initial issue of equipment. The creation of a good first impression will inspire confidence in the professional ability of our Department and its members.
9.8 - Americans with Disabilities Act	General Order	8/2/2017	Jupiter Police Department members will provide a consistently high level of police service to all members of the community including those who, because of disabilities, require special consideration to access needed services. It will also be the policy of this agency to afford people with disabilities the same access to programs, services, and employment provided to non disabled citizens.
9.9 - Negligent Damage, Loss of Department Property - Negligent Damage, Loss or Theft of Department Property	General Order	7/8/2013	The Jupiter Police Department will conduct an investigation into the damage, loss, or theft of Department issued property for which Department employees are responsible. If the investigation reveals that the Department issued property was damaged, lost, or stolen due to the negligence of a Department employee, the employee will reimburse the Department for the cost of the property.
General Order 1.0 - Department Policies and Procedures	General Order	11/30/2017	Department Policies and Procedures
GO Template - General Order Template	General Order	4/26/2012	Template
IE Template	General Order	5/16/2012	IE Template

JUPITER POLICE DEPARTMENT
GENERAL ORDER 1.1 - Department Philosophy

Subject: Department Philosophy	Issued: 1/87
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 11/10
Signature: <i>Signature on File</i>	Revision #: 6

PURPOSE

The purpose of this General Order is to establish the philosophy and commitment to professionalism by members of the Jupiter Police Department.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

1.1.1 MISSION STATEMENT

"We are dedicated to the safety and security of everyone within our community by providing responsive and professional police services with compassion and concern."

1.1.2 VISION

"One team empowered for excellence, destined for success"

1.1.3 MOTTO

"Setting the benchmark for excellence"

1.1.4 CORE VALUES

INTEGRITY - Serving with respect, honesty, and trust.

ACCOUNTABILITY - Take total responsibility for your actions and the actions of the Department.

EXCELLENCE - Providing the most effective and efficient performance possible through diligence and training.

TEAMWORK - Working together synergistically to maximize goal achievement and not allowing silo mentality.

PRIDE - Self-respect that contributes to the overall success of the agency.

DEDICATION - Making certain the citizens of Jupiter are afforded the best protection and service we can provide.

COMMUNICATION - Our active and timely exchange of information within both the community and the Department.

1.1.5 ORGANIZATIONAL PHILOSOPHIES AND OPERATIONAL PRINCIPLES

We accomplish our mission through the collective contributions of our people and the community.

We encourage involvement in our community and our organization.

We utilize individual differences to provide a broader organizational perspective.

We manage our responsibilities and resources by taking ownership for our work.

We take responsibility as individuals and as members of a team.

We keep our skills, knowledge, and abilities current.

We plan and organize to be effective.

We are accessible, responsive, and helpful to others.

We encourage creative problem solving by celebrating our accomplishments and acknowledging that mistakes will be made from which we can learn.

We promote communication by talking and listening to each other.

We use concrete and diverse ways to solicit, acknowledge, and implement the ideas of others.

We use counseling, debriefing, and reviewing performance primarily to learn and not to place blame.

We recognize the demanding nature of our work and promote an environment conducive to the total well being of our employees.

We recognize achievements.

We provide opportunities for personal, professional, and organizational development.

We provide supervision that is supportive, competent, honest, and fair.

We actively support physical and psychological wellness for all members.

We provide support for families and significant others.

1.1.6 CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self restraint; be constantly mindful of the welfare of others; honest in thought and deed in both my personal and official life. I will be exemplary in observing the laws of the land and the regulations of my agency. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession Law Enforcement.

1.1.7 CANONS OF LAW ENFORCEMENT ETHICS

Article 1 - Primary Responsibility of Job

The primary responsibility of the law enforcement service and of the individual law enforcement officer is the protection of the people of the United States through the upholding of their laws, chief among which is the Constitution of the United States and its Amendments. The law enforcement officer represents the whole of the community and its legally expressed will and is never the arm of any political party or clique.

Article 2 - Limitation of Authority

The first duty of a law enforcement officer as upholder of the law is to know the bounds the law established for its enforcement. The law enforcement officer represents the legal will of the community, be it local, state or federal. The law enforcement officer must therefore be aware of the limitations and proscriptions which the people, through law, have imposed as a primary responsibility. Law enforcement officers must recognize the genius of the American system of government which gives no person, group or institution absolute power. Law enforcement officers must insure that they, as prime defenders of that system, do not pervert its character.

Article 3 - Duty to be Familiar with the Laws and with Responsibilities of Self and Other Public Officials

Law enforcement officers shall assiduously apply themselves to the study of the principles of the laws which they are sworn to uphold. Law enforcement officers will ascertain their responsibilities in the particulars of their enforcement, seeking aid from superiors in technical matters or principles when such are not understood. Law enforcement officers will make special effort to fully understand their relationship to other public officials, particularly in matters of jurisdiction, both geographically and substantively.

Article 4 - Utilization of Proper Means to Gain Proper Ends

Law enforcement officers shall be mindful of their responsibility to pay strict heed to the selection of means in discharging the duties of their office. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong; they are self defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must first be honored by those who enforce it.

Article 5 - Cooperation with Public Officials in the Discharge of Their Authorized Duties

Law enforcement officers will cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. They shall be meticulous, however, in assuring themselves in the propriety under the law of such actions and shall guard against the use of their office or person, whether knowingly or unknowingly, in any improper or illegal action. In any situation open to question, they shall seek authority from their superior officers, giving them a full report of the proposed service or action.

Article 6 - Private Conduct

Law enforcement officers shall be mindful of their special identification by the public as upholders of the law. Laxity for the law or seeking to gain special privilege cannot but reflect upon the law enforcement officer and the police service. The community and the service require that the law enforcement officer lead the life of a decent and honorable person. A law enforcement career gives no person special privileges. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. Officers who reflect upon this tradition will not degrade it. Rather, they will so conduct their lives that the public will regard them as examples of stability, fidelity and morality.

Article 7 - Conduct toward the Public

Law enforcement officers, mindful of their responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. Law enforcement officers shall conduct their official lives in a manner such as will inspire confidence and trust. Thus, they will be neither overbearing nor subservient as no individual citizen has an obligation to stand in neither awe of them nor a right to command them. Officers will give service where they can and require compliance with the law. They will do so neither from personal preference nor prejudice but rather as duly appointed officers of the law discharging a sworn obligation.

Article 8 - Conduct in Arresting and Dealing with Law Violators

Law enforcement officers shall use their powers of arrest strictly in accordance with the law and with due regard for the rights of the citizen concerned. Their office gives them no right to judge the violator or to mete out punishment for the offense. They shall, at all times, have a clear appreciation of responsibilities and limitations regarding detention of the violator; they shall conduct themselves in such a manner as will minimize the possibility of having to use force. To this end they shall cultivate a dedication to the service of the people and the equitable upholding of their laws, whether in the handling of law violators or in dealing with the law abiding.

Article 9 - Gifts and Favors

Law enforcement officers, representing government, bear the heavy responsibility of maintaining, in their own conduct, the honor and integrity of all government institutions. They shall, therefore, guard against placing themselves in a position in which any person can expect special consideration or in which the public can reasonably assume that special consideration is being given. Thus, they should be firm in refusing gifts, favors, gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing their judgment in the discharge of their duties.

Article 10 - Presentation of Evidence

Law enforcement officers shall be concerned equally in the prosecution of the wrongdoer and the defense of the innocent. They shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, they will ignore social, political and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of an officer's word. Law enforcement officers shall take special pains to increase perception and skill of observation, mindful that in many situations, theirs is the sole impartial testimony to the facts of a case.

Article 11 - Attitude toward Profession

Law enforcement officers shall regard the discharge of their duties as a public trust and recognize their responsibilities as a public servant. By diligent study and sincere attention to self improvement, they shall strive to make the best possible application of science to the solution of crime and, in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. They shall appreciate the importance and responsibility of their office and hold police work to be an honorable profession rendering valuable service to their community and country.

1.1.8 COMMUNITY RELATIONS

The Jupiter Police Department acknowledges that it is a primary function to provide fair and impartial police service to all people in the Town of Jupiter. Therefore, the Department appreciates the necessity of a high level of community cooperation to ensure the effective delivery of community oriented law enforcement services.

The Department further recognizes that to provide such police services, it is necessary that each member of the Department maintain exceptional self discipline relating to matters of courtesy, tact, and integrity. Because of this, the members of the Department will conform to the following

principles:

- A. The members of this Department will enforce the law equally and impartially without regard to race, sex, creed, religion, national origin, or social or economic status.
- B. The members of this Department will act, speak, and conduct themselves in such a manner as to treat all persons with the courtesy and respect due to every other human being. They will not display bias or prejudice against any race, religion, group, or individual.
- C. This Department understands that the function of the police is to apprehend those suspected of having committed a crime and not to punish them. The officers will use only that amount of force necessary to overcome resistance to arrest or control.
- D. This Department is both philosophically and legally committed to fulfilling the mandates of the non-discriminating provisions of all state and federal rules and regulations. The Department will not exclude any individual because of race, religion, gender, or national origin from consideration for examination, employment, appointment, promotion, or retention.

1.1.9 OATH OF HONOR

All police officers with the Town of Jupiter Police Department shall be required to swear to an Oath of Honor.

- A. The Oath shall be administered verbally by the Chief of Police.
- B. All sworn officers shall be required to sign the Oath
- C. The signed copy will be notarized and maintained as permanent record in the individual's personnel file.
- D. The Oath of Honor shall read as follows:

"I, _____, do solemnly swear;

On my honor, I will never betray my badge, my integrity, my character, or the public trust.

I will always have the courage to hold myself and others accountable for our actions.

I will always uphold the Constitution my community and the agency I serve."

1.1.10 ETHICS TRAINING

- A. Ethics training will be conducted for all personnel, at a minimum, biennially.

- B. Ethics training can be in the form of classroom, shift briefing, computer based training and bulletins, or any combination of the above.

1.1.11 SAFETY

The personal safety of each employee of the Police Department and the prevention of occupationally induced injuries and illnesses is of primary importance. To the degree possible, management seeks to maintain a safe and hazard free environment.

To be successful, the safety program must be a shared responsibility of all employees. Supervisors are responsible for developing the proper attitudes toward safety in themselves and in those that they supervise. Employees are responsible for genuine cooperation with all aspects of the safety program, including compliance with all rules and regulations, and for continuously observing safety practices while performing their duties.

Only through such cooperative effort can our safety record be improved and maintained. Safety is as much a part of your job as following instructions or working rapidly. Observing the Town of Jupiter's safety rules and safety procedures will aid in making police operations safer for you, your fellow employees, and the public.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 1.10 - TASERS

Subject: TASERS	Issued: 02/04
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 01/18
Signature: <i>Signature on File</i>	Revision #: 6

PURPOSE

To establish guidelines for the use of the X2 TASER as a less lethal method of controlling violent or potentially violent subjects and those who resist arrest or other lawful commands.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

DISCUSSION

The most important purpose of law enforcement is the protection of human life. It is the duty of all officers to protect every person whom they encounter from death or serious injury whenever possible. Therefore, the Jupiter Police Department has authorized the use of the "TASER" as a less than lethal means of controlling subjects and preventing injury which may result from the use of greater force.

DEFINITIONS

Air Cartridge - A replaceable cartridge which uses compressed gases to fire two probes on connecting wires sending a high voltage/low current signal into a subject.

Drive stun - To stun a subject with a TASER by making direct contact with the body after the cartridge has been expended or removed for pain compliance.

Electromuscular Disruption (EMD) - The effect the TASER has on the body. Overrides the brain's communication with the body and prevents the voluntary control over the muscles.

Standard TASER cycle - A five second electrical discharge occurring when the TASER trigger is pressed and released. The standard five second cycle may be shortened by turning the TASER off. (Note: If the X2 TASER trigger is pressed and held beyond five seconds, the X2 TASER will continue to deliver an electrical discharge until the trigger is released.)

TASER - A handheld conducted electrical weapon (CEW) used as a less lethal alternative to control violent or potentially violent suspects.

1.10.1 TASER DESCRIPTION

- A. The TASER fires from an air cartridge which propels two metal probes connected to the weapon by a high voltage, insulated wire up to a distance of 25 feet.
- B. When the probes make contact with the suspect, the TASER will transmit a twenty-six (26) watt electrical pulse along the wires and into the suspect.
 - 1. The pulse can penetrate clothing up to two inches in thickness.
 - 2. The pulse will temporarily override the target's central nervous system control over the skeletal muscles resulting in uncontrollable muscle contractions, temporarily disabling the individual.
- C. The TASER is pre-programmed to deliver a five-second electrical burst.
 - 1. During an actual deployment, it is recommended that the full five-second cycle be used for maximum effectiveness of the weapon and assuring the compliance of the individual.
 - 2. The officer can shorten this automatic five-second cycle by utilizing the safety switch, thereby turning off the weapon.
- D. Each TASER includes a data port located on the unit. When the TASER is utilized, specific information can be recovered electronically to ensure specific incident documentation.

1.10.2 TASER DEPLOYMENT

- A. The TASER is not intended to be used in deadly force situations.
- B. The TASER will not be used against a passive subject.
- C. The TASER should only be used against persons who are actively resisting or exhibiting active aggression, or to prevent individuals from harming themselves or others.
- D. An incident when a subject is fleeing, should not be the sole justification for use of the TASER. Severity of offense and other circumstances should be considered before officers' use of the TASER on a fleeing subject.
- E. When activating the TASER, officers should use it for one standard five second cycle and stop to evaluate the situation. If subsequent cycles are necessary, they will be restricted to the minimum activations necessary to place the subject in custody.

F. No more than one officer should activate the TASER against a person at a time.

G. Officers should consider cover and distance at all times.

1. Prior to deployment of the TASER, it is the responsibility of the TASER operator to obtain a lethal cover officer whenever practical.
2. The cover officer will provide lethal cover if needed for the TASER operator.

H. Prior to using the TASER:

1. Use loud verbal commands and point the laser sight at the subject.
2. A warning should be given to a person unless to do so would place any other person at risk.
3. When applicable, an announcement of "TASER" should be made to other officers on the scene that the TASER is going to be activated.

I. An arrest team utilizing no less than two officers is recommended when deploying the TASER. Weapons will be secured in their holsters prior to approaching and securing the suspect.

J. The TASER will not be used:

1. When the suspect is in physical control of a vehicle in motion to include automobiles, trucks, motorcycles, ATVs, bicycles and scooters unless exigent circumstances exist;
2. When a person is known to be pregnant unless exigent, articulable circumstances necessitate its use;
3. When a person is known to be under age 12, known to be over age 65 or is visibly frail unless exigent, articulable circumstances necessitate its use;
4. When the suspect is handcuffed unless they are actively resisting or exhibiting active aggression to prevent individuals from harming themselves or others;
5. Against any person in a punitive manner;
6. Or threatened to be used during an interrogation;
7. To awaken a person;
8. As a "prod";

9. On a helpless or severely disabled person;
 10. When the intended target is in a location where a significant fall could result and cause further injury (i.e. rooftop, tree, fence);
 11. When the subject is in or around water where drowning could result; or
 12. When flammable liquids and/or fumes are present which have the potential to ignite.
- K. Following TASER activation, officers will use a restraint technique that does not impair respiration.
- L. Any use of the TASER contrary to the direction of this policy can result in revocation of the officer's authorization to use this weapon and may result in disciplinary action.
- M. TASERS are permitted for use in controlling aggressive animals.

1.10.3 REPORTING PROCEDURES

- A. Anytime the TASER is utilized on a subject a supervisor will be notified and will respond to the scene.
- B. Photographs will be taken of the affected area and any other injuries noted.
- C. A Supervisory Report on the Response to Resistance will be completed. The following will be indicated in the narrative of the Supervisory Report on the Response to Resistance:
1. Type of mode used (probe or drive stun);
 2. The number of TASER cycles;
 3. The duration of each cycle, if applicable;
 4. The duration between cycles;
 5. The approximate range at which the TASER was used;
 6. If simultaneous deployments occurred;
 7. The point of impact of probes on a subject in probe mode;
 8. The point of impact on a subject in drive stun mode;
- D. TASER data will be downloaded and attached to the Supervisory Report on the Response to Resistance.

- E. Response to Resistance investigations outside the chain of command may be initiated when any of the following factors are involved:
1. A subject experiences death or serious injury;
 2. A person experiences prolonged TASER activation;
 3. The TASER appears to have been used in a punitive or abusive manner;
 4. There appears to be substantial deviation from training;
 5. A person in an at-risk category has been subjected to activation (e.g., children known to be under 12, persons known to be elderly or frail, women known to be pregnant, and any other activation as determined by a supervisor)
- F. Discharges of the TASER during approved training will not require completion of these reports.

1.10.4 FIRST AID PROCEDURES

- A. All persons who have been exposed to a TASER activation will receive a medical evaluation by Palm Beach County Fire Rescue.
- B. All persons who have been subjected to a TASER activation will be monitored regularly while in police custody, even if they received medical care.
- C. TASER probes should be treated as a biohazard.
- D. TASER probe removal procedures:
1. When probes penetrate the face, neck, head, groin region or female breast of a subject, they will be transported to a medical treatment facility by Palm Beach County Fire Rescue for removal of the TASER probes.
 2. Probes that strike any other non-sensitive area of the subject will be removed by the officer utilizing techniques learned in training.
- E. Officers should be aware that there is a higher risk for sudden death in people under the influence of drugs and/or symptoms associated with excited delirium.

1.10.5 TRAINING AND STANDARD

- A. Personnel will only utilize the TASER consistent with the training received.
- B. Members are required to attend training taught by a certified TASER Instructor before they carry the weapon on duty.

1. Instruction will be both lecture and hands on.
 2. The student must obtain a passing score on both a written and practical exam before authorization will be granted.
 3. Exposure to TASER activation in training will be voluntary. Exposure is not required in order to carry the weapon on duty.
 4. All officers agreeing to be subjected to a TASER activation will be apprised of risks associated with exposure to TASER activation.
- C. Members will be required to attend an annual TASER re-certification course taught by a certified TASER instructor. Training should consist of physical competency and device retention, changes in agency policy, technology changes, and reviews of local and national trends in TASER use.
- D. If a member fails the written or practical exam, they will participate in remedial training, which will include additional information and practical training prior to authorizing carry of the TASER on-duty.
- E. If the member fails any portion of the remedial training they will be removed from the selection process and no longer participate in the TASER program.
- F. The member can re-apply for the TASER Operator program after six (6) months.
- G. Supervisors receive TASER awareness training so they can make educated decisions about the administrative investigations they review.

1.10.6 USE OF THE TASER

- A. Only TASERs tested, evaluated, and authorized by the Jupiter Police Department will be carried.
- B. Authorized use will include both uniformed and non-uniformed assignments.
- C. The TASER will be worn only in the authorized cross draw holster opposite the firearm or in an authorized TAC vest holster with both issued cartridges attached.
- D. The officer issued the TASER is responsible for the battery maintenance, to include spark tests.
- E. Officers should perform regular spark tests as part of routine equipment checks to ensure the TASER is functioning properly.
- F. To test the efficiency of the TASER, the weapon will be pointed in a safe direction and one

full cycle test fire (spark test) of the TASER will be conducted.

- G. If the TASER fails to fire or fires slowly, check the remaining battery percentage on the CID.
- H. If the TASER is not functioning properly after the pre-operation check, the member will holster the weapon and submit for repair.
- I. Officer's issued TASERS will be held responsible for TASER malfunctions due to lack of proper maintenance.
- J. Improper handling or care of this device which may result in disciplinary action include, but are not limited to:
 - 1. Needless display of the device;
 - 2. Careless or haphazard muzzle control of the device;
 - 3. Carelessness in its storage;
 - 4. Abuse of the equipment;
 - 5. Failure to report damage to the device.

1.10.7 EQUIPMENT ISSUE

- A. A TASER, two cartridges, and holster will be issued to authorized members.
- B. The TASER number will be documented at the time of equipment issue.
- C. Cartridges will not be stored except in the designated issue point.
- D. Officers are to secure their TASER when the weapon is not in their immediate possession.
- E. TASERS will not be left unattended in plain view within their vehicle.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 1.11 - PBSO Jurisdiction Arrests

Subject: PBSO Jurisdiction Arrests

Issued: 10/08

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this policy and procedure is to establish guidelines for making arrests in jurisdictions where the Palm Beach County Sheriff's Office has primary law enforcement responsibilities for crimes committed in the Jupiter Police Department jurisdiction. These guidelines are more restrictive than the language that is in the Palm Beach County Enforcement Agencies Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement.

SCOPE

This General Order applies to all sworn personnel of the Jupiter Police Department.

1.11.1 GENERAL

- A. When a Jupiter Police Department Officer has established probable cause to arrest an individual(s) as a result of an investigation regarding any Forcible Felony, as defined in Section 776.08, Florida Statutes, or any Act of Domestic Violence as defined in Section 741.28, Florida Statutes, that occurred within the jurisdiction of the arresting officer, he/she is authorized to make this arrest in any jurisdiction where the Palm Beach County Sheriff's Office has primary law enforcement responsibilities under the following conditions:
1. Exigent circumstances exist, and said offense occurred within the previous twenty-four (24) hours.
 2. Prior to any officer making an arrest which falls under this policy and procedure, the officer will notify the Palm Beach Sheriff's Office Commanding Officer in charge of the district in which the action will be taken.
- B. Officers do not have the authority under this General Order to make non-consensual or forcible entries into private dwellings, residences, living spaces or business spaces which are not open to the public, i.e., actions taken pursuant to this General Order may be exercised only when in places open to the public or private places into which the arresting

officer has entered with the consent of an occupant entitled to give consent.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT

GENERAL ORDER 1.4 - Conduct and Duty Requirements

Subject: Conduct and Duty Requirements	Issued: 01/87
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 12/17
Signature: <i>Signature on File</i>	Revision #: 13

PURPOSE

Members of the Jupiter Police Department will not engage in any conduct which constitutes neglect of duty, conduct unbecoming an officer or employee, or any act which is likely to adversely affect the discipline, good order, or reputation of the Department.

SCOPE

This General Order applies to all Jupiter Police Department personnel. All members will comply with the policies, procedures, and rules contained within the General Orders and the Town of Jupiter Personnel Code. A violation of any of the following may result in disciplinary action. Any attempt or making an effort to violate any provision of the Jupiter Police Department General Orders, even if not successful, may be construed as committing or completing the act which would sustain the violation.

1.4.1 IMPROPER CONDUCT OFFENSES

100 Loyalty

Police Officers must be faithful to the Oath of Office and the principles of professional service in the discharge of their duty, and their personal motives must not be allowed to govern their actions and conduct.

101 Conduct Unbecoming an Officer/Employee

A police officer/employee is the most conspicuous representative of the government. To the majority of the people they serve, they are a symbol of stability and authority.

An officer's/employee's conduct is more closely scrutinized than any other individual in the community. Therefore, their conduct and demeanor, whether on or off duty, will be such that it will not reflect badly of them, nor will they bring discredit to themselves, the Department, or the Town. This will include all acts or misconduct, which tends to bring the Department into disrepute or discredit the individual as a member of the Jupiter Police Department.

102 Courtesy

Department Personnel will be polite and courteous in contacts with the public and with other Department Personnel.

103 Personal Appearance

Department Personnel will maintain a professional, business like appearance while on duty and/or in uniform. Slouching, leaning against structures, standing with hands in pockets, smoking, or chewing tobacco tend to create an unfavorable public appearance.

104 Home Address and Home Telephone Number (Confidential)

Department Personnel will maintain a telephone at their residence and immediately notify the Office of the Chief of Police, using a *Change of Address Form*, of any change of address and/or telephone number. This information will be kept confidential, and will only be released when authorized by competent authority, or with the consent of the personnel concerned.

105 Integrity

The public demands that the integrity of its law enforcement officers be above reproach. An officer must avoid any conduct which might compromise the integrity of themselves, their fellow officer, or the Department.

106 Radio Communications

Department Personnel will not intentionally interfere with or cause any interference with police radio equipment and/or radio transmissions. Personnel will use radio channels in accordance with established procedures, avoiding the use of sarcasm, impertinent remarks, or other improper transmissions.

107 Identification to the Public

Department Personnel, while on duty, in uniform, over the telephone, or when recognized as a member of the Jupiter Police Department, will give their name, ID, rank and position in a respectful manner to any person requesting such identification, unless engaged in covert duties. All Jupiter Police Department employees shall have their issued photo identification accessible to them while on duty and present the identification upon request.

108 Correspondence

Department Personnel will not use the Jupiter Police Department offices or any of its facilities as a mailing address for private or personal use. The Jupiter Police Department letterhead or telephone number will not be used for personal or private correspondence.

109 Misuse of Department Communication Facilities and Equipment

Members will not use the Department's communications facilities or equipment for personal, social, or unofficial purposes except in serious or emergency matters.

110 Misrepresentation/Public Appearances

Department Personnel will secure the consent of the Chief of Police prior to making any formal public appearance or publishing any article or releasing any official information which is not within their official duties when such appearance or publication has, or is likely to have, an adverse affect upon the Jupiter Police Department.

111 Misrepresentation/Controversial Opinions

Department Personnel will not express opinions on religious, political, economic, or other questions of controversial nature while on duty and/or while representing the Jupiter Police Department without prior knowledge and approval from the Chief of Police.

112 Testimonials

Department Personnel will obtain the approval of the Chief of Police before authorizing use of their names, photographs, or official titles, which identify them as members of the Jupiter Police Department in testimonials, advertisements of any commodity, or commercial enterprise.

113 Off Duty Employment

Department Personnel will secure the consent of the Chief of Police prior to engaging in other employment, occupation, profession, or commercial enterprise. Approval will not be granted for off duty employment which might interfere with official duties or employment involving the sale or distribution of alcoholic beverages, employment involving bail bond agencies, investigative work for insurance agencies, collection agencies, security agencies, attorneys, or any other employment which may create a conflict of interest.

114 Financial Obligation

Department Personnel should avoid incurring financial obligations which are beyond their ability to reasonably satisfy from their anticipated Departmental earnings.

115 Wearing of Uniform While Under Disciplinary Suspension

Department Personnel will not wear the official uniform of the Jupiter Police Department while under disciplinary suspension, except as authorized by the Chief of Police.

116 Recommending Attorneys or Bail Bondsmen

Department Personnel will not recommend or suggest to any person arrested, or any other person with whom they come in official contact with, the employment or hiring of any specific attorney or bail bondsman. Department Personnel will not become a surety guarantor or furnish bail for any person arrested or charged with a crime, except for members of their immediate family.

117 Use of Prescribed Drugs While On Duty

Department Personnel will ascertain the likely effect of prescribed drugs from the prescribing physician before reporting for duty. Department Personnel will obtain the approval of their supervisor before reporting for duty while taking lawfully prescribed medication likely to impair normal physical and mental faculties.

118 Use of Alcoholic Beverages While On Duty

Department Personnel will not consume, ingest, or partake of intoxicating liquors or alcoholic beverages of any kind while on duty except as authorized in the performance of official duties. Medically prescribed drugs with an alcohol base will not be used on duty unless approved by a supervisor. Department Personnel will not report for duty, or be on duty, with the odor of alcoholic beverages upon their breath or while under the influence of alcohol or other drugs.

119 Reporting for Duty While Intoxicated

Department Personnel will not report for duty, or be on duty, while under the influence of intoxicating liquors, drugs, or alcoholic beverages.

120 Fitness for Duty Due to Alcohol or Drugs

Department Personnel will keep themselves fit for duty and will not become unfit for regularly assigned duty because of excessive use of intoxicating or alcoholic beverages, or drugs, to the extent normal faculties are impaired as defined by Florida Law.

121 Alcoholic Beverages in Department Facilities

Alcoholic beverages will not be brought into or kept in the Jupiter Police Department building or vehicles except as evidence when officially seized and reported, or with the approval of the Chief of Police.

122 Entering or Frequenting Liquor Establishments

Department Personnel, while on duty, will enter or frequent places established primarily for sale, storage, or consumption of alcoholic beverages, or for sale or display of pornographic pictures and materials only in discharge of official duties and will not otherwise enter or frequent such places.

123 Misuse of Identification While Drinking

Department Personnel, while off duty and partaking of alcoholic beverages and/or frequenting premises established primarily for consumption or sale of alcoholic beverages, will do so only as private individuals and will not voluntarily display Jupiter Police Department identification unless necessary to perform official duties.

124 Engaging in the Sale of Alcoholic Beverages

Pursuant to Florida Law, no sworn officer of the Jupiter Police Department will be permitted to engage in the sale of alcoholic beverages or be employed directly or indirectly in connection with the operation of any business licensed under the Beverage Law, or be permitted to own any interest in any firm, partnership, or corporation dealing in the sale or distribution of alcoholic beverages, except as provided by general law.

125 Abuse of Official Identification

Department Personnel will maintain the security of the Jupiter Police Department identification and will not lend their identification card or badge to another person or permit them to be photographed or reproduced without the approval of the Chief of Police.

126 Intentional Abuse of Department Equipment/Vehicles

Department Personnel will utilize Jupiter Police Department equipment for its intended purpose in accordance with the established procedures and will not intentionally abuse, misuse, or damage Department equipment or vehicles.

127 Careless Handling or Unintentional Abuse of Equipment/Vehicles

Department Personnel will utilize Department equipment for its intended purpose in accordance with established procedures and will not subject such equipment to loss, damage or theft through negligence or inattention. Replacement costs may be assessed to the employee.

128 Use and Handling of Weapons

Department Personnel will use or handle weapons in a careful and prudent manner while on or off duty. Weapons will be used in accordance with the law and established procedures. All intentional or unintentional discharges, other than for practice where permitted, will be reported to the duty supervisor .

129 Improper Use of Official Position

Department Personnel will not use their official position to gain and/or solicit free admission to any public event or place of amusement, except in the course of official duties or as authorized by the Chief of Police.

130 Interfering With Official Investigations

Department Personnel will not interfere with cases being processed or investigated by other members of the Jupiter Police Department or any other governmental agency; nor undertake any investigation or other official action not part of their regular duties unless ordered to do so by a superior.

131 Misdirected Action of Personnel under Investigation

Department Personnel, against whom a complaint has been made, will not attempt directly or indirectly, by threat, appeal, persuasion, punitive money, or other consideration to secure the abandonment or withdrawal of the complaint, charges, or allegations.

132 Recognition and Exposure of Undercover Officers

Department Personnel will protect the identity of officers engaged in covert operations and will not intentionally expose the identity or occupation of officers engaged in covert operations.

133 Defacing or Marring Bulletin Boards

Department Personnel will not mark, mar, alter, or deface any printed or written material placed upon Department bulletin boards.

134 Dissemination of Information

Department Personnel will treat the official business of the Jupiter Police Department as confidential. Information regarding official business will be disseminated only to those for whom it is intended and in accordance with established procedures. Department Personnel may remove or copy official records or reports only in accordance with established procedures.

135 Communicating Criminal Information

Department Personnel will maintain the security of confidential information and will not intentionally communicate or give law enforcement information to another which may aid a person to escape arrest, delay the apprehension of a criminal suspect, and secure the removal of stolen or embezzled goods, money, or other property. Department Personnel will not intentionally divulge the identity of criminal informants, except as required by law and authorized by competent authority.

136 Handling of Currency and Property

Currency and other property coming into the possession of Department Personnel which does not belong to such personnel should be delivered to the proper Evidence/Property Custodian, and a report should be made of the transaction as soon as possible.

137 Processing Property and Evidence

Property and evidence which have been received in connection with official Police Department duties will be processed in accordance with established procedures. Department Personnel will not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence held in connection with an investigation or other official action, except in accordance with established procedures.

138 Association with Known Criminals

Department Personnel will avoid regular or continuous association or dealings with persons who they know, or should know, are persons under criminal investigations or indictments, or persons who have criminal or immoral reputations in the community, except as necessary in the performance of official duties. In the event this individual is a relative, the Chief of Police will be notified as soon as possible.

139 Derogatory Ethnic Remarks

Department Personnel will not make any derogatory remarks concerning race, sex,

religion, age, or national origin of any person.

140 Excessive or Unnecessary Force Resulting In Injury

Sworn Department Personnel will use only that degree of force which is necessary to perform official duties and will not strike or use physical force on any person to the extent that injuries are inflicted, except when necessary in self defense, or in the defense of another, to overcome actual physical resistance to arrest or to prevent escape. Any use of force resulting in personal injury will be reported in accordance with established procedures.

141 Use of Deadly Force Contrary to Rules, Regulations, and Procedures, Not Resulting or Likely to Result in Injury or Death

Sworn Department Personnel will use deadly force only in accordance with the State Law and Jupiter Police Department Rules and Regulations and General Orders, and will not violate State Law, Rules and Regulations, or General Orders even when such use does not and is not likely to result in injury or death.

142 Use of Deadly Force Contrary to Rules, Regulations & Procedures Resulting or Likely to Result in Injury or Death

Sworn Department Personnel will use deadly force only in accordance with the Rules, Regulations, and General Orders of the Jupiter Police Department and will not violate Rules, Regulations, or General Orders to the extent that injury or death results, or is likely to result, even when such force may be authorized by Florida Law.

143 Unlawful Use of Deadly Force

Sworn Department Personnel will use deadly force only in accordance with the Rules, Regulations, and General Orders of the Jupiter Police Department and will not violate or exceed statutory provisions governing the use of deadly force to the extent that injury or death is inflicted or is likely to result.

144 Political Activity

Department Personnel will not engage in any political activity while on duty to include campaigning, lobbying, or any other political practice, or use their official position for political purposes.

145 Falsification of Official Documents

Department Personnel will not falsify or knowingly cause another to falsify any official record or document.

146 Unlawful Compensation/Bribery

Department Personnel will not corruptly request, solicit, accept, or agree to accept any pecuniary or other benefit not authorized by law for past, present, future performance, non performance, or for any act or omission within the official discretion of Department Personnel or in violation of Florida Law.

147 Untruthfulness

Department Personnel will not knowingly make false or untrue statements, except as authorized in the performance of duties and as necessary for maintaining covert operations during investigation of criminal activities.

148 Untruthfulness in an Official Proceeding (Not Under Oath)

Department Personnel will not knowingly make false statements to a supervisor or to any official of a government agency during an official proceeding of a government agency, although such statements are not made under oath.

149 Perjury in Official Proceeding

Department Personnel will not knowingly make false statements while under oath and in official proceeding, contrary to Florida Law.

150 Harassment

Department Personnel will not use their official position to harass, threaten, or coerce any person.

151 Chain of Command

Department Personnel will adhere to the Organizational Chain of Command in the course or regular duties, except when necessary for maintaining the morale and/or the integrity of the Jupiter Police Department or in cases of justifiable personal need.

152 Civil Rights Actions

Department Personnel will not commit, by act of commission or omission, any flagrant or tortuous act while in the performance of their duties. Violations of Civil Rights Acts, Title 18, USC 241 and 242 are felony offenses.

153 Code of Ethics for Public Offices and Employees

Department Personnel will strictly adhere to the Code of Ethics for public offices and

employees and will not violate the Code of Ethics for public employees or offices as set forth in Florida Law.

154 Recommending Wrecker Services or Locksmiths

Department Personnel will not recommend or suggest, to any person who has a need or request for a wrecker or locksmith, any particular firm or individual. Wrecker services may be obtained through the Rotation Wrecker List and locksmiths may be selected through the telephone listings.

155 Duty to Report Misconduct

Department Personnel will report to a supervisor any incident which is detrimental to the good order, integrity, efficiency, and discipline of the Department which they observe or have knowledge of.

156 OPEN

157 Confidentiality of Oral Boards

Department personnel serving on Oral Interview Boards will not discuss results of the examination with the applicant or any other person (excluding board members) except by authority of the Chief of Police.

158 Confidentiality of Selection Process

Information obtained during all phases of the selection process is strictly confidential and not to be discussed or divulged except by authority of the Chief of Police.

159 Submission of Reports

Reports required or necessitated by the performance of Department personnel will be submitted promptly.

160 Buying, Receiving, or Selling Items Official Duties

Buying, receiving, or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in an incident which has come to the attention of or which arose out of official duties of employment, or association with the Jupiter Police Department, is prohibited, except as may be authorized by the Chief of Police.

161 Court Apparel

All uniformed personnel appearing in court will wear the regulation uniform/attire of their respective assignment. Investigators and civilian personnel will be dressed in appropriate business attire. All personnel representing the Department in an official capacity (e.g., depositions, driver license hearings, etc.) will wear either the regulation uniform or civilian attire that projects a professional appearance.

162 Care of Department Equipment or Property

Department personnel are responsible for the care, cleanliness, and appropriate use of equipment issued/assigned to them, and will report any damage discovered or sustained while in the employee's possession or control.

163 Return of Department Property

Department Personnel will return all equipment/property owned by the Department when they retire, resign, or otherwise leave the Department and will return any equipment when ordered to do so because of suspension or other absence from duty. Failure to do so could result in an assessment of costs to the employee.

164 Gifts and Gratuities/Solicitations

Soliciting or acceptance of any gift/gratuity from a host or donor is prohibited if the employee knows or has reason to believe that the host or donor is seeking to influence the employee's performance or non performance of an official duty.

165 Fees/Rewards

Acceptance or receipt of any fee or reward from any source for any services rendered in the line of duty without the knowledge and/or consent of the Chief of Police is prohibited.

Negotiation of any appearance fees with attorney's for any matter directly resulting from an officer's duties is strictly prohibited without the approval of the Chief of Police or his designee. This will include, but is not limited to, all criminal proceedings, civil depositions, injunction hearings, civil hearings, divorce hearings and trials, and other civil trial.

166 Vehicle Security

Department Personnel will remove keys from police vehicles when leaving the vehicle unattended and will lock the vehicle except under emergency situations.

167 Employee Involved Crash Investigations

Whenever a traffic crash involving law enforcement officers or police vehicles occurs, the duty supervisor will respond and supervise the crash investigation.

168 Intoxicants and Firearms

Department Personnel will not carry, handle, or use firearms while under the influence of alcohol and/or drugs.

169 Profane or Insulting Language

Department Personnel will not direct profane or insulting language toward any Town employee or the general public.

170 Changes in Citations

Citations will only be changed, canceled, voided, or destroyed by members of the Jupiter Police Department in accordance with G.O. 23.4, Traffic Citations. Any defects or errors in citations will be noted in a memorandum and forwarded to the Chief of Police via the Chain of Command for appropriate disposition and filing with the Records Section.

171 Crash Enforcement Actions

Department Personnel investigating traffic crash investigation should take appropriate enforcement action when investigation reveals that the actions of one or more of the drivers were unlawful and a contributing factor to the crash.

172 Multiple Violations

The Jupiter Police Department neither encourages nor condones "stacking" or "piling" of charges. When multiple violations occur, officers should file only the most serious charges unless directed otherwise by or with the approval of a supervisor.

173 Use of Radar/Laser Equipment

Officers will not use radar/laser equipment until they have been trained and certified on the use of same, and have properly checked the calibration of the instrument.

174 Court Attendance

Department Personnel will appear in court/deposition upon notice to give testimony regarding their knowledge of the incident in question.

175 Immunity from Prosecution

Department Personnel are not authorized to grant immunity from prosecution in exchange for information.

176 Off Duty Traffic Enforcement

Off Duty officers will not cite or arrest for traffic offenses unless the violation is flagrant and/or the cause of a crash or the driver may be intoxicated. Off-Duty officers will notify the on-duty supervisor as soon as practical following the completion of the traffic stop and any enforcement actions taken.

177 Violator Residency

Department Personnel will not give special preference for either local or non local residents in any enforcement action. Enforcement action will be without regard for the location of residence of the violator.

178 Leaving Town Limits/Jurisdiction

Going outside of the Town limits while on duty unless in the performance of actual duty or upon the direct order or permission of a supervisor is prohibited.

179 Constitutional Rights

Department Personnel will not knowingly violate the Constitutional Rights of any person nor will they knowingly discriminate against any person or group of persons as a result of that person's race, sex, age, or handicap.

180 Inspection of Firearms

All weapons carried by officers are subject to inspection by the designated Firearms Instructor or duty supervisor upon request to ensure that they are safe, clean, and operationally functional and to ensure that only Department issued ammunition is carried.

181 Prohibited Weapons

Department Personnel will not carry or have in their possession any weapon which is not properly registered with the Department while on duty. Knives which are not considered appropriate for law enforcement use will not be kept in the officer's possession while on duty.

182 Use of Expandable Baton

The Expandable Baton will only be used when a lesser degree of control has proven futile in overcoming resistance by an arrestee or in protection from an assault by any person. No strikes to the head, neck, solar plexus, or groin area are permitted, unless deadly force is justified .

183 Expandable Baton Qualification Requirements

The Expandable Baton is the only authorized impact weapon of the Jupiter Police Department. All officers will receive training and be qualified with the Expandable Baton. Officers who have not been duly qualified will not carry the Expandable Baton.

184 Flashlights

Flashlights will not be used as an impact weapon. Striking a person with a flashlight is strictly prohibited unless the situation is life or death and there is no available alternative.

185 Seatbelt Usage

Department Personnel will wear seatbelts at all times while operating vehicles in conjunction with their assigned duties.

186 Rumors

Department personnel will not speak rumors or gossip detrimental to the Department or to members of the Department. Department personnel will report to their superior officer or civilian supervisor any rumors that may affect the reputation and integrity of the Department and/or any of its personnel.

187 Reporting to Supervisors

Department personnel will advise their supervisors of any unusual activity, situation, or problem about which the Department would be logically concerned. Department personnel will make written notification to a supervisor anytime that the employee is involved in an investigation conducted by another law enforcement agency. See Rule 190, Off-Duty Responsibilities.

188 Neck Restraints and Choke Holds

Neck restraints, choke holds and similar weaponless control techniques with a potential for serious injury are strictly prohibited.

189 Communication of Department Business via Text Message

Department personnel will not utilize text messaging to communicate department business unless specifically authorized by the Chief of Police or his designee.

190 Off Duty Responsibilities

Sworn members will, while off duty and within the Town limits of Jupiter, take appropriate law enforcement action when a felony or a serious misdemeanor occurs in their presence, or an incident or situation occurs in their presence that is life threatening or presents a danger of injury to someone. Sworn members will be considered in an on duty status when such law enforcement action is taken.

If off-duty Department Personnel become involved with another law enforcement agency as a victim or witness in an investigation of any violation of law, or if the member is the subject of any law enforcement action with another law enforcement agency, such as the issuance of citations for traffic or ordinance violations, the member will notify their immediate Supervisor by memorandum on their next regularly scheduled work day. The Supervisor will forward the memorandum to the Office of Professional Standards for inclusion in the Early Warning System.

If Department Personnel become involved with another law enforcement agency during any investigation as a detainee, suspect, or arrestee, the on duty Supervisor will be notified immediately during the contact with the other law enforcement agency. The Supervisor will respond to the scene, where practical. The Supervisor will notify the Office of Professional Standards when necessary.

191 Employment Conflicts of Interest

A supervisor within the agency is an extension of the Chief of Police and demands that decisions made by a supervisor are objective, fair and devoid of any personal favoritism.

No member shall directly supervise or be supervised by a relative or one with a close personal relationship with the member to be defined as an emotional, physical, or romantic relationship which might interfere with the efficient operation of the police department.

Members may be assigned to the same division or bureau and may include working portions of the same shift/component at the express consent of the Chief of Police.

Decisions involving appointments, promotions, or transfers will not be made by members whose family members or other close personal relationships are under consideration. This would be considered a conflict of interest.

If a conflict of interest occurs, the involved decision making member will request the next member in the chain of command to render the decision.

If after an appointment, promotion, or transfer a member is working under the direct or indirect supervision of another family member, or under a member he/she has a close personal relationship, he/she may be transferred and/or reclassified depending on the position. Any transfers and/or re-classifications will occur within 30 days upon notification or as soon as practical.

The affected members will be provided the option of which member is to be transferred. If the affected members cannot agree on which member is to be transferred, the Chief of Police or designee will make the final decision relating to transfer assignment.

1.4.2 INSUBORDINATION OFFENSES

200 Respect Towards Superiors

Department Personnel will display respect and will address Supervisors and Superior Officers by proper rank or title. In turn, Supervisors should, at all times, display respect to subordinates.

201 Abusiveness

Department Personnel will not use abusive language or gestures towards a Supervisor of the Jupiter Police Department, or any other employee of the Town of Jupiter.

202 Criticism of Orders or Policies

Department Personnel will support the policies, orders, and procedures of the Jupiter Police Department and will not criticize or ridicule the Jupiter Police Department, its policies, orders, or personnel by speech, writing, or other expression where such interferes with the maintenance of discipline or otherwise undermines the effectiveness of the Department.

203 Compliance with Direct Orders

Department Personnel will comply with the direct orders or instructions given by a Supervisor or Superior Officer and will not refuse to comply when such orders are lawful and proper. This will include official Internal Affairs Investigations.

204 Concerted Job Actions

Department Personnel will not engage in concerted job actions, such as curtailment or restriction of work output or interfere with work in or about other Department work areas, including but not limited to:

- A. Instigating
- B. Leading or participating in any walk out, strike, sit down, stand in, slow down, refusal to return to duty at the scheduled time; or otherwise instigate, lead, or contribute to job actions which undermine supervisory authority and which seriously affect discipline, morale, or organizational effectiveness.

205 Response to Call Back

Department Personnel, unless physically incapable, will respond to duty when called into service for emergencies, regardless of off duty status.

1.4.3 NEGLECT OF DUTY OFFENSES

300 Abuse of Rest Periods

Department Personnel will take only the specified amount of time for meal or rest periods as established by Department policy.

301 Reporting for Duty

Department Personnel will report for duty properly prepared at the time and place required by assignments, subpoenas, or orders and fit to perform those duties. Personnel will be properly equipped and aware of information for their shift or assignment.

302 Failure to Respond to Subpoena

Department Personnel, who are unable to respond to a subpoena because of a conflict, sickness, or injury, will notify the issuing authority of the conflict and request to be excused from the subpoena. Upon being excused by an issuing authority, personnel will notify their immediate supervisor of the situation.

303 Absence from Duty (Sick Leave/ Emergency Leave Notification)

Department Personnel will report for duty in accordance with their assigned work schedules and will not be absent from duty without authorization or having made prior notification. Personnel who are unable to report for duty due to an illness or

another emergency will notify their supervisor no less than one hour prior to their scheduled reporting time.

304 Failure to Report for Duty Due to Improper Conduct

Department Personnel will not subject themselves to circumstances such that they are unfit or unable to report for duty at the designated time because of illegal, immoral, or improper conduct.

305 Fictitious Illness or Injury Report

Department Personnel will not feign illness or injury or falsely report themselves ill or injured or otherwise deceive or attempt to deceive any supervisor as to the condition of their health for purposes of fraudulent claim for insurance, workers compensation, or disability retirement.

306 Misuse of Sick Benefits

Department Personnel will not feign illness or injury or falsely report themselves ill or injured or otherwise deceive any superior or supervisor of the Jupiter Police Department as to the condition of their health for purposes of avoiding normal duties through use of accumulated sick leave. Performance of physical income producing or recreational activities while on sick leave will be clear evidence of sick leave abuse.

- A. Department Personnel are expected to remain at their place of residence while on sick leave or to cause pertinent notification to their supervisor of the location at which they may be reached.
- B. Department Personnel may, however, leave their place of residence for short durations as needed for obtaining medical aid or assistance, food or sustenance, for performing necessary domestic errands, or exercise of civil rights to vote, travel to, or engage in religious pursuits.

307 Response to Radio Calls and Transmissions

Department Personnel will respond promptly to radio and/or MCT calls when on duty and their assignment dictate radio and/or MCT communications.

308 Sworn Personnel to Monitor Department Radio

Officers will monitor the radio and/or MCT while operating radio and/or MCT equipped Department vehicles while on duty, or off duty if assigned a PPV.

309 Sworn Personnel to Render Assistance

Officers will respond to calls for assistance from citizens or fellow officers in imminent need of assistance, or other emergencies that require immediate emergency actions by law enforcement personnel operating Department vehicles while off duty (PPV).

310 Completion of Reports and Documents

Department Personnel will complete and submit all reports and documents requiring the execution of their duties prior to concluding a tour of duty, except as authorized by a supervisor.

311 Neglect of Duty (Inattention to Duties/Procedures)

Department Personnel will be attentive to job duties and will avoid any appearance of loafing or neglecting work while on duty. Personnel will adhere to General Orders, Policies, and Directives, and will faithfully execute all the duties and responsibilities of their assigned position.

312 Attention to Duty

Department Personnel will keep themselves informed of Department activities and police problems as published/identified at roll calls, special bulletins, memorandums, information/bulletin boards, and all other official police information dissemination methods.

313 Violation of Official Policy/Procedures

Department Personnel will not ignore or violate official Procedures, Policies, Orders, Directives, or Supervisory Instructions or fail to properly execute the duties and responsibilities of their assigned positions.

314 Failure to Report Accidental Injury

Department Personnel sustaining any personal injury requiring professional medical attention, whether sustained on or off duty, will promptly report the injury to their supervisor.

315 Failure to Report a Motor Vehicle Crash

Department Personnel will immediately report motor vehicle crashes in which they are involved with a Department vehicle in accordance with General Orders.

316 Failure to Report Loss of Equipment/Badge/I.D. Card

Department Personnel will report the loss of any badge, identification card, or Department equipment to a Supervisor as soon as possible.

317 Sleeping On Duty

Department Personnel will remain awake at all times while on duty. If unable to do so, then the employee will report same to their supervisor. Sleeping on duty is considered Neglect of Duty and cause for disciplinary action.

1.4.4 UNLAWFUL CONDUCT OFFENSES

Disciplinary measures resulting from unlawful conduct may be imposed independently of and concurrent with civil and criminal prosecutions or internal disciplinary measures may be waived pending civil or criminal disposition.

The administration of internal and disciplinary measures from unlawful conduct must necessarily depend upon individual case circumstances and will be determined by the Chief of Police.

400 Non Criminal Violations

Department Personnel will adhere to all federal, state, and local laws and ordinances, including those punishable by no other penalty than a fine, forfeiture, or other civil penalty (including but not limited to traffic infractions).

401 Commission of a Misdemeanor

Department Personnel will adhere to all federal, state, and local laws and will not commit any act or crime defined by Florida State Statutes as a misdemeanor, first or second degree (whether chargeable or not), which brings discredit upon the Jupiter Police Department or otherwise impairs the operation and efficiency of the Jupiter Police Department and/or which is likely to impair the ability of personnel concerned to perform assigned duties.

402 Commission of a Felony

Department Personnel will not commit any act or a crime defined by state or federal laws as a felony, whether chargeable or not.



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 1.5 - Response to Resistance**

Subject: Response to Resistance	Issued: 01/91
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 3/19
Signature: <i>Signature on File</i>	Revision #: 14

PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the use of deadly and non deadly response by personnel.

SCOPE

This General Order applies to all sworn and civilian Jupiter Police Department personnel.

POLICY

All members will act in good faith when using a response to resistance and conform to the provisions of Florida Statutes and this general order. Members may use only the amount of response reasonably necessary to affect lawful objectives. This applies to both deadly and non deadly response.

DEFINITIONS

Aggressive Action - A physical assault against a member that could lead to physical injury.

Chemical Response - Use of Oleoresin Capsicum (OC) spray to compel compliance.

Custody - Taking control of another individual through action on the officer's part.

Deadly Response - Response which may cause death or great bodily harm. Some examples of deadly response include use of a firearm, eye gouges, empty-hand strikes to the throat, and impact weapon strikes to the side of the neck.

Empty Hand Striking Technique - Any impact technique using hands, arms, elbows, feet, legs,

knees, or head to strike a subject in an offensive or defensive situation.

Exigent Circumstances - A sudden and unexpected happening or an unforeseen occurrence or condition; any event or occasional combination of circumstances, calling for immediate action or remedy.

Great Bodily Harm - A bodily injury that creates a substantial risk of death, causes serious permanent disfigurement, or results in long term loss or impairment of the functioning of any bodily part or organ. The phrases "great bodily harm", "serious physical injury", and "serious physical harm" are considered synonymous for the purposes of this order.

Leverage Enhanced Techniques - Achieving compliance or custody through the use of pain compliance, transporters, restraint devices, or takedowns.

Moderate Physical Harm - An individual may not be able to perform normal duties or activities. Medical treatment is necessary. Example: Common result of most fistfights, such as pulled muscles, cuts, and possibly fractures of small bones.

Non Deadly Response - Response which is not likely or intended to cause death or great bodily harm.

Non-Lethal Weapon/Response - Is a weapon/response that is not fundamentally designed to cause death or great bodily harm. Some examples of nonlethal weapons/responses include Taser, expandable batons, chemical agency sprays, use of canine, and the PIT Maneuver.

Objective Reasonableness - The process for evaluating the appropriateness of an officer's response to a subject's resistance.

Officer - Employees who are certified by FDLE as Law Enforcement Officers and possess arrest powers.

Physical Control - Achieving compliance or custody through the use of empty-hand or leverage-enhanced techniques, such as pain compliance, pressure point techniques, transporters, restraint devices, takedowns, and striking techniques.

Physical Resistance - A physical attempt to resist or elude control of an officer.

Reasonable Belief - A state of mind supported by circumstances strong enough to warrant a cautious and prudent officer to make a similar judgment. The elements of reasonable belief include the officer's own experience and training, as well as the facts of the situation known to the officer at the time the decision was made.

Slight Physical Harm - An injury that does not prohibit normal duties or activities. Example: Bruises, scratches or slight strains.

TASER - A handheld electrical device used as a less lethal alternative to control suspects

displaying active physical resistance.

Totality of Circumstances - All facts and circumstances known to the officer at the time or reasonably perceived by the officer as the basis for a response decision. The courts will look at the totality of the circumstances in determining whether the decision was objectively reasonable and, therefore, legally justified. The totality of circumstances includes consideration of the subject's form of resistance, all reasonably perceived factors may have an effect on the situation, and the response options available to the officer.

Response to Resistance - The response in a defensive manner by an officer to overcome a person's physical resistance to an officer's performance of a legal duty, to protect an officer or another person from physical resistance or acts of aggression that are likely to cause bodily harm, or is used to apprehend a fleeing criminal suspect.

Verbal Resistance - A refusal to comply with lawful orders or commands. Verbal threats or assaults are also considered verbal resistance.

1.5.1 AUTHORIZED RESPONSE TO RESISTANCE

- A. Officers may only use that degree of response necessary to achieve lawful objectives.
- B. Physical response may be used in the following manner:
 - 1. An officer need not retreat or desist from efforts to make a lawful arrest because of resistance or threatened resistance to arrest.
 - 2. An officer is justified in the use of any non deadly response that he reasonably believes to be necessary to defend themselves or another from bodily injury when making an arrest.

1.5.2 DEADLY RESPONSE

- A. An officer is permitted to use deadly response only under the following conditions:
 - 1. The officer reasonably believes that such response is necessary to prevent imminent death or great bodily harm to themselves or another person.
 - 2. The officer reasonably believes that such response is necessary to prevent the imminent commission of a forcible felony, as described in F.S. 776.08, or any other felony which involves the use or threat of physical response or violence against any individual and such threat of physical response or violence may result in death or great bodily harm.

- B. The officer is permitted to use deadly response when retaking felons who have escaped or felons fleeing from justice as follows:
1. The use of deadly response was reasonably necessary to prevent the arrest from being defeated by such flight; **AND**
 2. The officer reasonably believes that the fleeing felon poses a threat of death or great bodily harm to the officer or others; **OR**
 3. The officer reasonably believes that the fleeing felon has committed a crime involving the infliction or threatened infliction of great bodily harm to another person.
 4. When feasible, the officer will give a verbal warning prior to the application of deadly response.
- C. The only situation that justifies a Law Enforcement Officer to use deadly response against another human being is the overwhelming need to cause that person immediately to cease what he/she is doing. The need must be so great that it does not matter if the person dies as a result of being stopped.
- D. Restrictions - An Officer will not:
1. Fire warning shots.
 2. Discharge a firearm at or from a moving vehicle, except as a last resort under the following conditions:
 - a. To prevent death or great bodily harm to the officer or another person; and
 - b. To prevent the escape of a fleeing felon who poses an imminent threat of death or great bodily harm.

1.5.3 NON-DEADLY RESPONSE

- A. Officers will use only the response and weapons necessary to achieve lawful objectives and attain control when executing their legal authority. Non deadly response may be used when control cannot be achieved through verbal commands and there is:
1. Physical or nonphysical resistance to an arrest;
 2. A threat to life or to the safety of the officer or another person, but deadly response would be inappropriate; or,
 3. A reasonable belief that alternatives have been exhausted, or would be ineffective.

- B. The type and degree of non deadly response or weapons used will be based on the facts of each situation encounter.
- C. Empty hand strike technique is any impact technique using hands, arms, elbows, feet, legs, knees, or head to strike a subject in an offensive or defensive situation. The entire body can be used as a weapon. This could include punching, hitting, kicking, or slapping. **See G.O. Chart 1.5 Response to Resistance Target Areas -Empty Hand Strikes for non-deadly and deadly response areas.**

1.5.4 AUTHORIZED WEAPONS

- A. While exercising law enforcement authority, officers will carry only weapons (Baton, OC, TASER, Firearms, Ammunition, etc.) approved by the agency, with which they have proven proficiency.
- B. All personnel authorized to carry lethal and less lethal weapons will be issued copies of and be instructed in General Order 1.5, Response to Resistance, 1.6, Use of Aerosol Subject Restraint, 1.7, Firearms and 1.10 TASERS before being authorized to carry a weapon. The issuance and instruction will be documented.

1.5.5 IMPACT WEAPONS

- A. Generally, impact weapons will be used as defensive weapons when lethal response is not justified and empty hand control techniques are not sufficient to effect control, and there is resistance to arrest, and/or the threat exists for an individual to do bodily harm to the officer, other individuals or the suspect himself.
- B. All strikes with an impact weapon will be targeted to major muscle areas and muscle structures, such as the forearms, thighs, or calves. Strikes to these areas reduce the risk of permanent injury to a subject.
- C. A subject's head, neck, throat, and spine will not be targets for an impact weapon strike unless the officer is justified in the use of deadly response. Strikes to these areas can produce great bodily harm, permanent injury, or death.
- D. All personnel who carry or use impact weapons must first successfully complete an approved certification course and subsequently retrain once every two years. Training will be documented.

1.5.6 MEDICAL AID AFTER THE RESPONSE TO RESISTANCE

- A. In all cases of response to resistance, the officer will obtain first aid as soon as possible.
- B. Medical treatment will be summoned immediately when a subject is injured or complains of an injury following the response to resistance.

- C. The officer will notify his/her supervisor who will respond to the scene.

1.5.7 RESPONSE TO RESISTANCE REPORTING PROCEDURES

- A. An Offense Incident Report and a Supervisory Report on the Response to Resistance are required any time a member uses response in his or her official capacity.
- B. A separate Supervisory Report on the Response to Resistance must be completed for each person against whom response is used, even if it occurs during the same incident.
- C. Specific examples when a Supervisory Report on the Response to Resistance must be completed, include the following:
1. Physical response is used to gain compliance with a lawful order. (Handcuffing a person who voluntarily submits is not considered using a response. However, having to physically respond to place a resisting person's hands behind his or her back to apply handcuffs is considered using a response.)
 2. Whenever a person is injured as a result of using a police K 9 for apprehension.
 3. When a person is charged with resisting arrest with violence, as a result of physical contact with the officer.
 4. When there is any observable injury or complaint of injury to any subject or police officer as a result of physical contact while achieving the arrest.
 5. Any application of Chemical Agents.
 6. Any application of the TASER.
 7. Whenever an officer strikes a subject with a weapon or an object that is likely to cause injury.
 8. Whenever a firearm is discharged for other than training or recreational purposes.
 9. When a death results from the response to resistance .

1.5.8 DISPLAY OF FORCE

- A. When an officer uses a Display of Force to compel compliance, the officer must document the usage in the narrative portion of an Incident Report, regardless of the nature of the incident (e.g., felony, misdemeanor, and non-criminal). It is considered using a Display of Force when a firearm, TASER, baton, or OC spray is displayed and is a contributing factor

in gaining compliance from an individual.

1. Each person involved in the incident who also displayed force must complete a written supplement to the original Incident Report.
2. A Display of Force is not considered a Response to Resistance and does not require a Supervisory Report on the Response to Resistance.

1.5.9 RESPONSIBILITIES

A. When an officer uses a non deadly response, the following will apply:

1. The Officer will:

- a. Obtain medical attention for injured persons;
- b. Immediately notify a supervisor;
- c. Document the details of the incident in an Offense Incident Report;
- d. All other officers involved or who witnessed the incident will document the details of the incident in a Supplemental Report.

2. The Supervisor will:

- a. Respond to the scene;
- b. Attempt to interview the suspect and any witness on scene for information;
- c. Take photographs of the person response was used against in order to document the presence or lack of injuries at the time of the incident. Photographs will be taken regardless of whether the person complains of injuries or not;
- d. Notify appropriate investigative units if further investigation is warranted;
- e. Review all reports of the incident and document their findings on a Supervisory Report on the Response to Resistance. The report will contain the relevant facts and circumstances surrounding the incident, and a conclusion as to whether the action was justified, violates a Department directive, or shall be forwarded to the Professional Standards Bureau for further review and investigation.

B. Each Supervisory Report on the Response to Resistance will be reviewed collectively by the Command Staff, via the chain of command to the Chief of Police, in a timely manner. The

review will determine if there are policy, training, weapon/equipment, or discipline issues that need to be addressed.

- C. Each completed and reviewed original Supervisory Report on the Response to Resistance will be forwarded to the Records Section for filing. A copy will be forwarded to Professional Standards for review and inclusion in the Early Warning System.
- D. After the use of deadly response or the discharge of a firearm for other than training or recreational purposes, or when any officer's actions result in, or is alleged to have resulted in great bodily harm or death of another person, the following will apply :

- 1. The Officer will:

- a. If able to, obtain medical attention for injured persons;
- b. Notify the Communications Center of the incident and location, and request the appropriate supervisor to respond;
- c. Secure the incident scene;
- d. The officer will protect his/her weapon;
- e. Remain at the incident scene (unless injured) until the arrival of the FDLE Critical Incident Team. The supervisor has the discretion to instruct the officer to relocate to an alternate location if the presence of the officer at the scene might cause a more hazardous situation to develop.

- 2. The Supervisor will:

- a. Report to the scene and assume control until/unless relieved by the appropriate authority;
- b. Notify the Patrol Bureau Major and /or the on-call Administrator if after hours of the incident;
- c. Assist the involved officer(s);
- d. Conduct a preliminary review of the incident. Whenever necessary, officers are obligated to provide a brief non-audio recorded public safety statement which is limited to an explanation of the circumstances of the incident, to address public safety concerns, to assist in the apprehension of perpetrators who remain at large, and to identify witnesses, locate physical evidence, and other information necessary to ensure officer and public safety;
- e. The Supervisor will separate the involved officers from each other and uninvolved officers to maintain the integrity of the investigation. All police

personnel who are not involved in the investigation or who are not performing support functions at the scene will not be allowed to congregate at the scene.

3. The Patrol Commander/On-Call Administrator will:

- a. Proceed to the scene immediately upon notification;
- b. Upon notification, the Patrol Commander or on-call Administrator shall ensure the Chief of Police, Bureau Commanders, Criminal Investigations personnel/Crime Scene Investigators, and the Public Information Officer have all been notified;
- c. Ensure that the FDLE regional operations center is promptly contacted and request to dispatch the FDLE Critical Incident Team to initiate an investigation. FDLE will notify the State Attorney Office Police Shooting Team and coordinate crime laboratory services at the scene. FDLE will notify the State Attorney's Office as soon as reasonably practical.

4. The Criminal Investigations Section will:

- a. Proceed to the scene immediately upon notification;
- b. Conduct a criminal investigation on the offender and offenses which resulted in the shooting;
- c. FDLE will assume operational direction of investigations and forensic assistance and coordination initiated pursuant to the Memorandum of Understanding. FDLE may request the assistance of Jupiter Police Department personnel or personnel from other law enforcement agencies;
- d. At the completion of the investigation, all investigative materials will be turned over to the Professional Standards Bureau.

5. The Professional Standards Bureau will:

- a. Conduct the administrative investigation of all incidents involving the use of deadly response, members' actions resulting in death or great bodily harm, and accidental discharge of a firearm. The administrative investigation may be conducted at the same time or at the conclusion of any related criminal investigation.
- b. The investigative file will be retained in the Professional Standards Bureau.

1.5.10 ADMINISTRATIVE RELIEF FROM DUTY (NON-DISCIPLINARY)

- A. In every instance in which a member's response to resistance or actions results in death or great bodily harm to another person, the member will be immediately relieved of normal duties until a preliminary administrative review is conducted by the Department . If a weapon is involved, the member will also be relieved of his weapon and another Department weapon will be issued, if available.
- B. Assignment to a "relieved of duty status" will be administrative (non disciplinary) with no loss of pay or benefits.
 - 1. Relief from duty with full pay and benefits is intended to serve two purposes:
 - a. To address the personal and emotional needs of a member involved in the response to resistance or other action, and
 - b. To assure the community that verification of the facts surrounding such incidents are fully and professionally explored.
- C. Members so relieved from duty will remain on a "relieved of duty" status until assessed by a post trauma counselor designated by the Jupiter Police Department, after which the member may be reassigned to "full duty" status at the discretion of the Chief of Police. Members so relieved from duty will ensure their availability to investigators until the investigation of the incident is concluded.

1.5.11 PSYCHOLOGICAL SERVICES FOR THE MEMBER

- A. In cases where any person sustains great bodily harm or dies as a result of the response to resistance or other actions by a department member, the involved member will be required to undergo an emotional debriefing with a Department furnished psychologist within five (5) days of the incident. The purpose of this debriefing will be to allow the member to express his/her feelings and to deal with the moral, ethical, and/or psychological after effects of the incident.
- B. The involved member and his/her family will have available to them the services of the Department psychologist and/or chaplain in order to provide a source of professional consultation, and aid them if necessary.

1.5.12 RESPONSE TO RESISTANCE IN NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS

- A. Officers will not use excessive response in dealing with non violent Civil Rights demonstrations.

- B. Individuals arrested for a crime committed in a non violent Civil Rights demonstration will be treated, whenever possible, in a humane and non aggressive manner, in keeping with their Constitutional Right to demonstrate peaceably.

1.5.13 FORCE GUIDELINES

Force guidelines provide a framework for making decisions involving the reasonable use of force by officers. The structure of the force guidelines is based on constitutional considerations, totality of circumstances, and case law and describes appropriate decision making in a fluid and dynamic situation. The guidelines consider the relationship between subject resistance and various situational factors in determining the officer's response options.

Subject Resistance Levels:

- A. **Passive Resistance** is a subject's verbal and/or physical refusal to comply with an officer's lawful direction causing the officer to use physical techniques to establish control.
(Examples may include: subject refuses to move at the officer's direction, subject peacefully protests at a political event in a public location, subject refuses to take his hands out of his pockets or from behind his back).
- B. **Active Resistance** is a subject's use of physically evasive movements directed toward the officer such as bracing, tensing, pushing, or pulling to prevent the officer from establishing control over the subject. (Examples may include: subject physically anchors himself to a person or object to prevent himself from being removed, subject braces or pulls away from the officer when the officers grips the subject's arm, subject attempts to run when the officer touches or attempts to grab the subject's arm or shoulder).
- C. **Aggressive Resistance** is a subject's attacking movements toward an officer that may cause injury, but are not likely to cause death or great bodily harm to the officer or others.
(Examples may include: subject balls up fist and approaches the officer, subject pushes the officer back as the officer tries to take the subject into custody, the subject grabs any part of the officer's body).
- D. **Deadly Force Resistance** is a subject's hostile attacking movements with or without a weapon that create a reasonable perception by the officer that the subject intends to cause and has the capability of causing death or great bodily harm to the officer or others.
(Examples may include: subject refuses to drop a knife when ordered to by the officer and moves towards the officer, subject shoots or points a gun at an officer or other person, subject tries to use a vehicle to run down an officer).
- E. Officers should try to resolve a situation with the least amount of force necessary.
Command presence and verbal communication often will defuse many volatile situations; however sometimes an officer may need to use a physical response to gain control of the situation to include:

1. Physical Control - Achieving compliance or custody through the use of empty-hand or leverage-enhanced techniques such as pain compliance, transporters, restraint devices, takedowns, pressure point techniques, and striking techniques.
2. Nonlethal Weapon/Response - Weapon/Response that is not fundamentally designed to cause death or great bodily harm. Examples of non-lethal weapons/responses include Taser, expandable baton, O.C. spray, use of canine, PIT Maneuver.
3. Deadly Force - Force that is likely to cause death or great bodily harm. Examples of deadly force include use of firearm, eye gouges, empty-hand strikes to the throat, and impact-weapon strikes to the side of the neck.
4. Factors that must be considered when making use of force decisions include subject resistance, situational factors, officer's response, and justification. Some of these include the following:
 - a. Seriousness of the crime committed by the subject.
 - b. Is the subject an immediate threat?
 - c. Subject's mental or psychiatric history, if known.
 - d. Size, age, and weight of the subject.
 - e. Apparent physical/combative ability of the subject.
 - f. Number of subjects present who are involved, or who may become involved.
 - g. Weapons possessed by or available to the subject.
 - h. Known history of violence by the subject.
 - i. Presence of innocents or potential victims in the area.
 - j. Whether the subject can be recaptured later.
 - k. Whether evidence is likely to be destroyed
 - l. Size, physical ability, and defensive tactics expertise of the officer.
 - m. Number of officers present or available.
 - n. Duration of confrontation.
 - o. Immediate reactive response to sudden attack.

- p. Weapons or restraint devices available to the officer.
- q. Environmental factors such as physical terrain, weather, etc.
- r. Legal requirements.
- s. Department policy

1.5.14 RESPONSE TO RESISTANCE ANALYSIS

A documented annual analysis of all Supervisory Reports on responses to resistance will be conducted in order to reveal patterns or trends that could indicate training needs, equipment upgrades, and/or policy modifications.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 1.6 - Use of Aerosol Subject Restraint

Subject: Use of Aerosol Subject Restraint	Issued: 08/93
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 5/15
Signature: <i>Signature on File</i>	Revision #: 3

PURPOSE

The purpose of this General Order is to establish guidelines for the use of Oleoresin Capsicum, hereinafter referred to as "OC," as a less than lethal method of controlling violent or potentially violent offenders and those who resist arrest or other lawful commands.

SCOPE

This General Order applies to all Jupiter Police Department personnel authorized to use Oleoresin Capsicum.

DISCUSSION

The most important purpose of law enforcement is the protection of human life. It is the duty of all officers to protect every person whom they encounter from death or serious injury whenever possible. Therefore, the Jupiter Police Department has authorized the use of "OC" as a less than lethal means of controlling subjects and preventing injury which may result from the use of greater force. Police Service Aides are also authorized to carry and use "OC" in the performance of their official duties and only in a way which is consistent with their training.

DEFINITIONS

Oleoresin Capsicum (OC) – Also known as “pepper spray”. An inflammatory agent extracted from Cayenne peppers in a non incendiary aerosol form.

1.6.1 EFFECTS

The proper application of "OC" will affect three major areas:

- A. Eyes: Dilation, burning sensation, involuntary closing.
- B. Respiratory System: Coughing, shortness of breath.

- C. Skin: Causes a burning sensation to the skin and mucous membranes of the nose and mouth.

Note: All of the effects are temporary and should diminish within 30 45 minutes.

1.6.2 AUTHORIZATION AND USE

- A. The use of "OC" is intended to prevent injury to the subjects involved, the members involved, and other persons present. The use of "OC" is authorized when the implementation of lesser control measures is perceived to be inadequate and the use of greater measures could lead to injury. The governing factor in employing its use is the member's perception that its use is both REASONABLE AND NECESSARY and that the use of a lesser force has been found to be ineffective in the situation.
- B. Because "OC" causes no permanent injury, it is placed relatively low on the force continuum. "OC" is a defensive weapon and is placed before both hard empty hand and hard intermediate weapon techniques. "OC" should be considered immediately if soft empty hand techniques fail. If the officer to subject disparity is pronounced, the "OC" may be interjected where closing the gap to apply any soft technique could lead to injury to the officer or subject. "OC" is considered an alternative use of force option and is not meant to replace verbal commands, defense and control techniques, expandable baton, or firearms.
 - 1. Only "OC" products tested, evaluated, and authorized by the Training Coordinator will be carried.
 - 2. All police officers, Code Compliance Officers, and Community Service Officers who carry or use "OC" must successfully complete an approved certification course and provide documentation of that certification to the Training Coordinator.
 - 3. All police officers, Code Compliance Officers and Community Service Officers must successfully complete an authorized recertification course every two (2) years.
- C. Whenever "OC" is utilized either on an animal or human, the member (prior to going off duty) who utilized the agent will:
 - 1. Complete an Incident Report which will be promptly submitted to the on duty Supervisor. The on duty Supervisor will then complete the Supervisory Report on the Use of Force in accordance with General Order 1.5, Use of Force.
 - 2. The Incident Report will include:
 - a. All circumstances leading to the application of the "OC" agent.
 - b. The effects that the "OC" agent had on the offender or animal.

- c. All first aid and other measures taken or offered to the offender to neutralize or alleviate the effects of "OC."

D. Whenever "OC" is used against an offender, the member who utilized the "OC" will:

1. Use verbal commands to persuade the subject to comply with all orders.
2. Direct or assist the subject to the ground where he/she can be safely secured. Do not leave the subject in a prone position any longer than is needed to secure.
3. Gain physical control of the subject as soon as possible after exposure to prevent the subject from injuring himself/herself during the time of sight impairment.
4. Provide first aid to the subject once physical control is gained. The member will utilize a spray bottle filled with fresh water or another fresh water source to flush the facial and eye area of the subject to alleviate some of the discomfort. The member should talk to the subject during the experience to reassure him/her that the effects and discomfort are only temporary. This is an important measure to prevent the subject from panicking.
5. Transport the subject in a seated position with the seatbelt secured. Open the car windows slightly to allow fresh air to reach the subject.

E. Subjects sprayed with "OC" will be constantly monitored for any problems, such as difficulty breathing, unconsciousness, or struggling with restraints.

F. If symptoms persist beyond 45 minutes or if medical problems arise, medical attention will be sought.

G. Any indiscriminate or undocumented use of "OC" will not be permitted. Any accidental discharges must be documented on a memorandum and forwarded through the Chain of Command. Failure to comply with this order will result in disciplinary action.

1.6.3 REPLACEMENT

A. Members assigned "OC" Spray will test the "OC" Spray at least once per month with a short burst of spray to ensure the operational and charged state of the device.

B. Replacements for damaged, inoperable, ineffective or empty "OC" Spray devices are the responsibility of the personnel to whom they are assigned. Replacements should be obtained by submitting a Uniform/Equipment replacement form to your immediate supervisor.

C. Replacements of "OC" Spray canisters will occur when the unit is less than half full, as determined by your immediate supervisor.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 1.7 - Firearms

Subject: Firearms	Issued: 01/87
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 12/16
Signature: <i>Signature on File</i>	Revision #: 13

PURPOSE

To establish guidelines and procedures for the possession of firearms by all sworn personnel, and to ensure that officers are properly trained in the use of those firearms.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

DISCUSSION

Florida State Statutes 790 and 943 authorize certified law enforcement officers to carry firearms and other weapons both on and off duty. Florida law allows law enforcement agencies the autonomy and discretion to regulate the use and carrying of firearms by their law enforcement officers. It is imperative that the control of firearms is strictly maintained and all members, who are authorized to carry firearms, receive training in their use.

POLICY

Before carrying any firearm, Jupiter Police Officers must be knowledgeable of the Use of Force policy; be trained in agency policies/procedures relating to the Use of Deadly and Non Deadly Force; and demonstrate proficiency in the use of firearms. All members will act in good faith in the exercise of the use of force, and conform with the provisions of Florida Statutes and this General Order.

DEFINITIONS

Deadly Force – Taking actions that are likely to cause death or great bodily harm. (Note: For the purpose of this General Order, Deadly Force will be referred to, or in conjunction with the discharging of an officer's firearm; however, a firearm is not the only form of Deadly Force.)

Department Approval - Approval from the Firearms Training Coordinator and the Chief of Police.

Firearm - For the purposes of this General Order, firearm will refer to any Department authorized firearm.

Officer - Full time and reserve/auxiliary law enforcement officers recognized by the Chief of Police as being authorized to carry firearms.

Firearms Training Coordinator - The individual designated by the Chief of Police to coordinate, approve and schedule all firearms related training for Department personnel.

Certified Firearms Instructor(s) - Individuals designated by the Chief of Police to instruct Department personnel on the use of firearms. The number of firearms instructors will be determined by agency needs.

Training Coordinator - The individual designated by the Chief of Police to coordinate and schedule In Service Training for Department personnel.

Great Bodily Harm - Serious injury that is likely to cause death, permanent impairment, or disfigurement.

Off Duty Weapons - An off duty weapon is defined as a firearm either privately owned and authorized for use by the agency or issued and is carried concealed while off duty.

Secondary Weapon - A secondary weapon is defined as a firearm other than the issued service weapon that is carried concealed while on duty.

Proficiency - A demonstration of the weapons operation, care, maintenance, disassembly, and assembly knowledge. Members must additionally be familiar with the capabilities and limitations of the weapon, ammunition and holster.

1.7.1 AUTHORIZED FIREARMS AND AMMUNITION

- A. Only firearms and ammunition specifically authorized will be carried by members both on and off duty. Supervisors are responsible for ensuring that members carry only authorized firearms and ammunition. An officer may use any weapon or force necessary to protect themselves or another from great bodily harm or imminent death.
- B. Firearms used by officers in the performance of their duties will conform to at least one of the following specifications:
 - 1. The firearm is owned by the Department and is issued as standard equipment.
 - 2. The firearm is owned by the Department and is available for general use by officers.

3. The firearm is owned by the Department and is part of a test or evaluation process.
 4. The firearm is owned by the Department and is available for restricted use by officers.
 5. The firearm is owned by agencies other than the Department and is related to interdepartmental operations/task forces, etc.
 6. The firearm is personally owned, Department inspected, and Department approved.
- C. All personnel authorized to carry firearms will receive documented instruction on General Order 1.5 Use of Force, General Order 1.7 Firearms, and the applicable Florida State Statutes governing the use of force and firearms.
- D. Primary holsters worn for duty will be at least a level two security holster that has been approved by the Firearms Training Coordinator.
- E. Personnel who are not assigned to perform primary road duties (CAU, CIS, Administration, etc.) are exempt from wearing a security holster while working in those capacities. However, if required to perform road patrol duties, the security holster will be worn.
- F. Primary and secondary firearms may be carried on or off duty.
- G. Only authorized officers may use fully automatic weapons, rifles, or other special weapons. Before using any such weapon, the officer must have received special training and demonstrated proficiency in its use. These weapons may be used only for training and agency purposes.
- H. Officers in uniform may wear an exposed firearm when in contact with the public. Officers in civilian attire will conceal the firearm from public view, unless the officer has the badge prominently displayed, is within an agency facility, or actively engaged in a law enforcement function, i.e., while assisting at a secured crime scene, or while actively serving a warrant.
- I. The Chief of Police, Executive Staff, and Command Staff members are authorized to carry their secondary firearm as a primary firearm.
- J. Authorized members traveling outside the Town of Jupiter on official business will carry, or have an authorized firearm in their immediate possession, subject to local law provisions.
- K. Personally owned weapons authorized for duty use must be standard or compact size Glock pistols, caliber 9mm, .40 S&W or .45 ACP, or 1911 pistols. All firearms must be inspected and approved annually for use by the Firearms Coordinator.

L. Authorized 1911 manufacturers include:

1. Springfield Armory
2. Colt
3. Kimber
4. Remington
5. Other manufacturers with approval of the firearms coordinator

M. 1911 pistols will be carried with the manual safety activated while holstered.

N. The Firearms Training Coordinator, or his designee, will remove from service any department or privately owned firearm deemed to be unsafe, inappropriate or in violation of this policy.

1.7.2 SECONDARY WEAPONS

- A. Officers desiring to carry a non issued secondary weapon while performing in their official capacity are authorized to do so. Personally owned secondary weapons authorized for use must be of caliber .38 S&W, .380 ACP, 9mm, .40 S&W or .45 ACP. The firearm must be Department approved and registered by name brand, model number and serial number. Only Department issued ammunition will be used, and it must be carried in a Department approved holster.
- B. Officers carrying 1911 pistols must successfully pass the Departments 1911 carry course, and have their pistols inspected annually by the Department's 1911 Armorer.
- C. A copy of the authorization and proficiency will be kept in the officer's firearms training file.
- D. All officers desiring to carry a secondary weapon will be required to demonstrate their proficiency, both on the range and in proper use of the holster delivery system, prior to carrying.
- E. All secondary weapons will be inspected by the Firearms Training Coordinator prior to carrying.

1.7.3 OFF-DUTY FIREARMS

- A. Officers may, but are not required to, carry an authorized firearm while off duty. Officers must be armed with a Department authorized firearm when in uniform and/or operating a police vehicle, whether on or off-duty.
- B. Authorized off duty firearms will be carried concealed when the officer is in plain clothes, unless:
 1. The officer is in the workplace, and the officer's badge is prominently displayed;

2. The officer is engaged in authorized law enforcement actions that may reasonably require quick access to the firearm, and the officer's badge is prominently displayed;
 3. The officer is engaged in activities where carrying an exposed firearm would be permissible for a citizen, such as in hunting or target practice.
- C. When armed, whether on or off duty, officers will carry their badge and Jupiter Police Department identification.
- D. Approved calibers for off duty firearms will be, .38 S&W, .380 ACP, 9mm, .40 S&W or .45 ACP.
- E. If an officer chooses to carry an off duty firearm that is not Department issued, the firearm and holster must be approved by the Firearms Training Coordinator.

1.7.4 FIREARMS MODIFICATIONS

- A. A modification to any Department authorized firearm requires the written approval of the Firearms Training Coordinator. This includes, but is not limited to modifications involving grips, sights, etc.
- B. Defective, unsafe, or unauthorized firearms will be reported to the Firearms Training Coordinator.
- C. Repairs or alterations to Department authorized firearms may only be made by an armorer employed or authorized by the Department.
1. Officers with Department issued firearms in need of repair will be provided with another Department firearm while the repair is being made.
 2. Officers with personally owned firearms in need of repair are responsible for the repair.
- D. Authorized firearms will be maintained in a clean and safe operating condition and will be inspected every thirty (30) days by their immediate supervisor, or the Firearms Training Coordinator for those personnel assigned to administrative positions within the agency.

1.7.5 SHOTGUNS

- A. Officers who carry a shotgun on duty will carry a Department issued shotgun, or an approved Remington, Mossberg or Benelli shotgun with the consent of the Firearms Training Coordinator.
- B. Carrying a shotgun is recommended, but optional. Personally owned shotguns must be presented for inspection and approved by the Department before they are carried.

- C. Shotguns will be 12 gauge.
- D. While on duty, shotguns will be carried in a shotgun rack or in the trunk. Officers who check out shotguns will turn them in at the conclusion of their shift. All shotguns will be made "safe" and unloaded prior to turning them in.
- E. Shotguns will be carried with the magazine loaded to full capacity, chamber empty, with the safety in the "on" position.

1.7.6 PATROL RIFLES

- A. Officers who carry a patrol rifle on duty will carry a Department issued rifle or a rifle manufactured by: Bushmaster, Colt, Rock River Arms, Smith and Wesson, DPMS, LMT, CMT, Stag Arms, or Armalite. Rifle and rifle configuration must be inspected by a Department Armorer and approved by the Firearms Training Coordinator.
- B. Patrol rifles will be .223/5.56 caliber, or 300 blk authorized for SWAT personnel.
- C. Patrol rifle barrels must be between 10 to 20 inches long.
- D. While on duty, the patrol rifle will be carried in a rifle rack or in the trunk.
- E. Rifles will be carried with an empty chamber and magazine inserted and loaded with two rounds less than maximum capacity of that magazine.
- F. All rifles must be equipped with iron sights or an approved red dot non-magnified sighting system, combined with a backup iron sight attachment (BUIS). Any red dot sighting system must have the capability of having the iron sights enabled to co-witness the sighting system.
- G. Officers assigned as active members of the SWAT team as Forward Tactical Observers may attach low-powered magnified optics to their assigned rifles with the approval of the SWAT team Commander and the Firearms Coordinator.
- H. When not on duty, the rifle will be properly and safely secured.

1.7.7 AMMUNITION

- A. Only Department issued and Firearms Training Coordinator approved ammunition will be authorized for use in all firearms.
- B. Ammunition for qualification of all service weapons will be furnished by the Department.
- C. Ammunition for use in duty shotguns will be issued by the Department and will be "00" buckshot and rifled slugs. Duty shotgun ammunition will be issued annually or as needed.

- D. Ammunition for the patrol rifle will be approved by the Firearms Training Coordinator and issued by the Department.

1.7.8 QUALIFICATION

- A. All officers will be required to qualify annually, at a minimum, with on duty firearms, secondary firearms, off duty firearms, shotguns, and patrol rifles. The qualification course will be as determined by the Firearms Training Coordinator
- B. At the time of qualification, all firearms, shotguns and rifles will be reviewed, inspected, and approved (if personally owned) by the Firearms Training Coordinator. Weapons found to be unsafe will be removed from use until such time the weapon is repaired or replaced.
- C. Officers will carry (on and off duty) only those firearms for which current proficiency and successful qualification have been demonstrated and recorded. Carrying sport firearms for hunting or other lawful sports, pursuant to Florida law, is exempt from this procedure.
1. Such qualifications will be under the supervision of the Firearms Training Coordinator, who will maintain a record of each member's performance.
 2. Each member's record will include the identification information for each weapon with which they qualify, e.g. serial number, make, model, etc.
- D. Firearms Instructors will have the duty and responsibility to disqualify any member for substandard firearms proficiency on the basis of unsafe handling or insufficient weapon orientation; regardless of proficiency score.
- E. Failure to Qualify with Primary Firearm:
1. Any member who fails to qualify with their primary firearm will be immediately assigned to administrative duty and will not be permitted to carry their primary firearm or use any marked police vehicle until they successfully re-qualify.
 2. The Firearms Instructor in charge of the failed qualification attempt will be responsible for ensuring the member is assigned to administrative duty. The Firearms Instructor will notify the member's immediate supervisors and Executive Staff, including the Chief of Police.
 3. Members assigned to administrative duty for failure to qualify will receive remedial training and re-testing from a certified firearms instructor as soon as possible but no later than 14 days after failing to qualify.
 4. Members must successfully re-qualify prior to resuming official duties.
 5. If the officer fails to qualify, they must pass the qualification requirements within three (3) months time or will be subject to suspension upon the determination

therefore by the Chief of Police.

6. Repeated failure to qualify will be cause for progressive administrative action, up to and including termination.

F. Failure to Qualify with Authorized Lethal Weapons (other than primary firearm)

1. Any member who fails to qualify with any authorized lethal weapon will be immediately prohibited from carrying the lethal weapon in question until such time as the officer may re-qualify.
2. The member may remain on regular duty assignment if qualified to carry the primary service weapon.
3. It will be the responsibility of the individual member to make arrangements with the Firearms Training Coordinator for remedial training and re-qualification.

1.7.9 FIREARMS SAFETY

- A. Officers will not carry a firearm on or off duty when they are legally impaired.
- B. Officers will report to their immediate supervisor any use of prescription drugs or other medication that they reasonably believe would impair their ability or judgment to use a firearm.
- C. All authorized firearms will be carried in a safe and secure manner as authorized by the Department.
- D. Removal of firearms from their holster or other carrying device for other than authorized purposes, such as tactical use, training and qualification, inspection, or cleaning and maintenance, is prohibited. Any careless, flippant, or casual use or display of a firearm will constitute grounds for discipline.
- E. Firearms removed from their holster or other carrying device for any of the purposes authorized above will be rendered safe at the clearing station located near the sally-port entrance prior to being brought into the police station. A weapon is considered safe when:
 1. The magazine has been removed from the weapon.
 2. The slide or action has been locked to the rear.
 3. The chamber of the weapon has been visually and physically checked for the absence of ammunition.
- F. Firearms will not be left unsecured in the passenger compartment of the member's vehicle when left unattended.

1.7.10 HOME SECURITY

- A. Recognizing the potential for a tragic accident in the home, it is the Department's policy to take a proactive precaution with issued service firearms at home.
 - 1. Officers will not store or leave a firearm in any place within the reach or easy access of a minor.
 - 2. Officers are to secure their weapon when it is not in their immediate possession.

1.7.11 CARRYING FIREARMS AND WEAPONS ABOARD COMMERCIAL AIRLINES

- A. Commercial airline carriers and federal law prohibit the carrying of any chemical weapon aboard commercial aircraft.
- B. Commercial airlines and federal law restrict the carrying of firearms aboard commercial aircraft.
- C. Firearms will be unloaded and secured with checked baggage before the flight.
- D. When an officer on official business must carry a firearm on board a commercial aircraft, the following procedures will apply:
 - 1. A letter on official agency stationery will be addressed to the commercial airline carrier to be used, specifying the circumstances that require the officer to be armed.
 - 2. The letter will be submitted for approval and signature by the Chief of Police.
 - 3. The officer's employing agency transmits a properly formatted message, via NLETS, to ORI VAFAM0199.
 - 4. An NLETS receipt, with a Unique Alphanumeric Identifier will be transmitted from the Transportation Security Operations Center (TSOC) to the officer's employing agency.
 - 5. The letter and the NLETS receipt will be presented to the airline agent at time of check in. The officer will produce identification in the form of a badge and identification card, declare possession of a firearm, and request that the appropriate security and airline personnel be notified.
 - 6. Airline flight personnel have final authority and may require officers to surrender their firearms. This should be determined before boarding the aircraft.

1.7.12 INSTITUTIONAL AND GOVERNMENTAL RESTRICTIONS

- A. Officers must comply with firearm restrictions imposed by law or regulation in certain

courts, federal installations, correctional institutions and medical facilities.

- B. Members faced with a conflict between their official duties and institutional regulations having the force of law, will comply with the law or withdraw if no one is endangered. If a dangerous situation would be created, instructions will be sought from a supervisor.
- C. Firearms will be secured by the officer and not entrusted to a civilian. Firearms may be placed in a secure locker provided for this purpose; placed in the temporary custody of law enforcement or correctional personnel; or locked in the trunk of a vehicle.

1.7.13 AUTHORIZED USE OF FIREARMS

- A. The Jupiter Police Department acknowledges the practical need for personnel to unholster or draw their firearms in certain situations that require caution for the officer's safety (e.g., building searches, checking suspicious vehicles, etc.).
- B. The following rules of the Jupiter Police Department, in addition to Florida State Statutes, govern the use of firearms by Department personnel.
 - 1. An officer will not draw or display a firearm except for a legal use or official inspection. An officer will never draw a firearm unless he/she is prepared to use it. When it is necessary to fire a firearm, it will be fired to stop aggressive actions in accordance with the Department's use of force policy (General Order 1.5).
 - 2. When a firearm is drawn, the trigger finger will be kept outside the trigger guard and parallel to the frame until the weapon clears the holster.
 - 3. Unless imminent danger or expected Deadly Force resistance exists, officers will maintain their trigger finger outside the trigger guard.
 - 4. An officer may discharge his/her firearm in connection with the performance of official police duty for the following reasons:
 - a. For target practice at an approved range or when authorized for training purposes.
 - b. To kill a seriously injured (pursuant to Florida Statute 828.05) or dangerous animal when other disposition is impractical. (Note: Only with a supervisor's authorization, if time permits)
 - c. When all other means of defense have failed or the officer reasonably believes that this action is necessary to defend themselves from death or great bodily harm.
 - d. When all other means of defense have failed or the officer reasonably believes that this action is necessary to defend another person from death or great bodily

harm.

- e. To prevent the escape of a fleeing felon who would pose a real threat of death or substantial harm to the community or to other officers if allowed to escape. Numerous factors contribute to the determination that a fleeing felon would be a real threat of death or substantial harm to the community or other officers. Such factors include, but may not be limited to, the officer having a reasonable belief that the following factors exist:
 - i. The suspect is armed and/or dangerous.
 - ii. The suspect was armed and/or dangerous during the commission of the felony that caused the apprehension effort.
 - iii. The suspect committed a felony resulting in death or substantial harm to another person.
- f. The officer must have probable cause at the time of the application of deadly force, that:
 - i. A felony has occurred.
 - ii. The person whom the officer is attempting to apprehend is the person who committed the felony.
 - iii. The nature of the felony committed and information available to the officer when making a decision to use Deadly Force can provide the officer with grounds for reasonably believing that the suspect, if permitted to escape, would pose a threat of death or substantial harm to the community or other law enforcement officers.
- g. When all other means have failed or are inappropriate and the officer reasonably believes that this action is necessary to apprehend a person who the officer reasonably believes has committed a violent felony and who during apprehension continues to demonstrate a wanton and reckless disregard for human life. Under this situation, such action will be in defense of human life, including the officer's own life, or in immediate danger of great bodily harm and if, where feasible, some warning has been given.

1.7.14 UNAUTHORIZED USE OF FIREARMS

Prohibitions

- A. Warning shots, fired intentionally into the air or ground, pose a danger to the officer and innocent persons. Warning shots are prohibited under any circumstances.

- B. Deadly Force will not be used against misdemeanor and traffic violators. (Note: This does not exclude the use of Deadly Force in these instances if the situation escalates to the level that Deadly Force is justified.)
- C. It is prohibited to use Deadly Force when there is substantial risk to the safety of innocent bystanders who would be jeopardized by the officer's actions.
- D. It is prohibited to use Deadly Force when circumstances do not provide a high probability of striking the intended target.
- E. Shooting at or from a moving vehicle may have serious consequences. Officers utilizing firearms in these situations will abide by the Jupiter Police Department Deadly Force policy and must be aware of the limitations and consequences of firing weapons in moving vehicle situations. When time permits, Supervisory approval will be requested prior to employing this type of force.
- F. Officers will not dry fire, practice quick draw, show or display their firearms in an unauthorized police department area or in public, except for inspection or official use.
- G. No Department issued firearm will be used for any purpose not described in this General Order.
- H. Officers are specifically prohibited from having their finger on the trigger unless a deadly force threat has been identified, and the officer is preparing to fire his firearm. At all other times the trigger finger will be indexed alongside the slide or trigger guard.
- I. An officer will not have his weapon unholstered while actively handcuffing or searching a subject. When the firearm is holstered, retention devices will be secured on the holster.
- J. A handgun, rifle or shotgun muzzle will not be held in direct contact with an individual except as a last resort when the use of Deadly Force is justified and it is the only manner in which the firearm can be discharged without increasing the danger of death or serious physical injury to the officer or third person.
- K. Laser sighting systems are not approved for any weapon utilized by Department personnel.
- L. Surrendering a firearm may mean giving away the only chance for survival; therefore, officers should use every tactical tool at their disposal to avoid surrendering their firearms.

1.7.15 OUT OF STATE CARRY OF FIREARMS BY OFF-DUTY OFFICERS

- A. Officers may carry authorized firearms out of state in accordance with the Law Enforcement Officers' Safety Act of 2004 (LEOSA) and the provisions set forth below.
- B. Officers are reminded that when they are off-duty, armed and out of state that they are

considered private citizens with no police authority or arrest powers and are solely responsible for their actions and as such they are not afforded indemnification otherwise provided through their employment with the Town of Jupiter Police Department.

- C. Officers may be restricted as to where they can carry a concealed weapon by laws in other states. It is the officer's responsibility to check state laws where they intend to carry a weapon prior to going out of state to ensure their compliance.
- D. Officers contemplating the carry of a firearm out of the State of Florida in accordance with the LEOSA will first obtain written permission from the office of the Chief of Police or his designee using a Request to Carry Firearm out of State form. The signed permission will serve as confirmation to an inquiring agency or officer that the officer in possession of a firearm has met all the requirements set forth in the LEOSA at the time that permission was granted.
- E. Permission will not be granted to any officer who:
 - 1. Is the subject of any disciplinary review, inquiry, or pending disciplinary action.
 - 2. Is involved in any appeal of a disciplinary action that has not been fully resolved.
 - 3. Is the defendant in any court cases or legal proceedings.
 - 4. Has failed to qualify during the annual qualification process or whose qualification will lapse during the time that the officer is out of state.
 - 5. Is otherwise disqualified under any provision of the LEOSA.
 - 6. If over-the-counter or prescribed medicine impairs the officer's mental or physical condition.
- F. Officers who discharge or display a firearm while out of the State of Florida will report the facts and circumstance of the incident to the local police jurisdiction and notify a Jupiter Police Department Supervisor. Notification will be made as soon as practicable after the conclusion of the incident. This requirement does not apply to lawful recreational or competitive events that an officer may engage in while out of state.

1.7.16 QUALIFICATION FOR RETIRED POLICE OFFICERS

- A. The Jupiter Police Department will host an annual firearms qualification for retired Jupiter Police Officers in accordance with House Resolution 218.
- B. In order to be eligible to participate in the annual qualification the member must meet the following requirements:
 - 1. Have retired in good standing as a sworn law enforcement officer for the Jupiter

Police Department.

2. Must meet the requirements set forth under House Resolution 218.
 3. Obtain annual approval from the Chief of Police.
- C. Retired Officers requesting to qualify under the provisions of HR-218 will complete the *HR-218 Retired Officer Request for Firearms Qualification* form. This notarized form will be presented along with a retired Jupiter Police Department identification card to the range master prior to being allowed to qualify.
 - D. Ammunition and firearms used during qualifications will be provided by the retired member and must be inspected by the range master before being utilized.
 - E. The qualification course will follow the FDLE Law Enforcement Officer Firearms Qualification Standard.
 - F. In the event a member does not pass the qualification course, a second attempt will be permitted. The Jupiter Police Department will not provide remedial training beyond the second attempt.
 - G. All retired members will adhere to firearms and range safety rules. Any safety violations will be handled at the discretion of the range master based on the severity of the violation. Responses to violations can range from verbal counseling to dismissal from the firing range.
 - H. Upon receiving a passing score during qualification, a FDLE HR-218 certification card will be presented and will be valid for one (1) year from date of qualification.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 1.8 - Voluntary Cooperation Mutual Aid Agreement

**Subject: Voluntary Cooperation Mutual Aid Agreement
(Palm Beach County)**

Issued: 12/97

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 3

PURPOSE

The purpose of this General Order is to provide police officers with guidelines for the use of The Palm Beach County Law Enforcement Agencies Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement.

SCOPE

General Order applies to all sworn Jupiter Police Department personnel.

POLICY

Mutual aid agreements allow Jupiter Police officers to operate as law enforcement officers in another jurisdiction with the same powers, duties, rights, privileges and immunities as if they were on duty in Jupiter. Generally, Law Enforcement Agency "A" must first request assistance from Law Enforcement Officer "B" who will be empowered to act in Law Enforcement Agency "A"'s jurisdiction under the mutual aid agreement.

The Palm Beach County Law Enforcement Agencies Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement provides that should a sworn law enforcement officer be in another subscribed agency's jurisdiction, on or off duty, and a crime of violence occurs in the presence of said officer, he/she will be empowered to exercise authority as a law enforcement officer as if the officer was in his own jurisdiction, but only to authorize such action if, in the exercise of common sense and good judgment, the officer decides to act.

1.8.1 GENERAL

- A. Requests for operational or voluntary assistance may be made orally or in writing by the Law Enforcement Agency Head or designee to the Agency Head or designee whose assistance is being sought. Typically, requests for assistance will be made by a Supervisor through his/her Communications Center to the Agency whose assistance is being sought.

- B. The agency head or designee whose assistance is sought will evaluate the situation and his/her available resources and will respond in a manner he/she deems appropriate.
- C. A Law Enforcement Officer who exercises his/her law enforcement authority outside his/her jurisdiction, when faced with a violent crime committed in his/her presence, will do the following:
 - 1. Immediately notify the Agency having normal jurisdiction; and
 - 2. Turn the situation over to the Agency having normal jurisdiction; and
 - 3. Offer any assistance requested including, but not limited to, a follow up written report documenting the event and actions taken; and
 - 4. Notify the employing Law Enforcement Agency duty commander/supervisor.
- D. This agreement is intended to address critical, life threatening or public safety situations, prevent bodily injury to citizens, and/or secure apprehension of violent criminals whom the law enforcement officer may encounter. It does not grant general authority to conduct investigations, serve warrants and/or subpoenas or to respond without request to emergencies already being addressed by the agency of normal jurisdiction.
- E. When an Officer is personally involved in an incident he may not take any law enforcement action which involves themselves, family, personal friends or neighbors unless immediate action is necessary to prevent serious bodily harm.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 1.9 - Northern Area Mutual Aid Consortium

Subject: Northern Area Mutual Aid Consortium (NAMAC)

Issued: 10/92

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 10/08

Signature: *Signature on File*

Revision #: 2

PURPOSE

To establish guidelines for the rendering of mutual aid between the Jupiter Police Department and the Northern Area Mutual Aid Consortium Members, hereinafter referred to as NAMAC/POLICE.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DEFINITIONS

Mutual Aid - An exchange of services, personnel, and/or equipment between law enforcement agencies during times of emergencies.

Mutual Aid Agreement - An inter-local agreement between member agencies and municipalities in order to provide Emergency Police Services and Emergency Mutual Aid Service to any party of the agreement whose need exceeds its capabilities.

1.9.1 GENERAL

- A. The Chief of Police or his designee will be the person responsible for authorizing the rendering or requesting of mutual aid.
- B. At no time will mutual aid be provided to another NAMAC member if providing such assistance would create a condition of inadequate personnel and/or equipment to provide police services to the Town of Jupiter.
- C. Any call received by the Communications Center from a NAMAC member, who is requesting assistance through the Mutual Aid Agreement, will be immediately referred to the on duty shift supervisor to make the decision on rendering assistance.

- D. Communications has the ability to establish mutual radio communications with other NAMAC members via LE COM. Supervisors will insure this is accomplished during mutual aid situations where radio communication is necessary.
- E. If assistance is rendered to a NAMAC member, it will be listed on the police daily log as a NAMAC assistance call, and appropriate information report numbers will be taken.

1.9.2 NAMAC MEMBERS

- 1. Jupiter
- 2. North Palm Beach
- 3. Palm Beach Gardens
- 4. Palm Beach Shores
- 5. Riviera Beach
- 6. Tequesta
- 7. Jupiter Inlet Colony
- 8. Juno Beach
- 9. Palm Beach County School Board Police

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 10.1 - Grievance Process

Subject: Grievance Process	Issued: 01/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 08/15
Signature: <i>Signature on File</i>	Revision #: 5

PURPOSE

The purpose of this General Order is to establish a process and guidelines for the expeditious and equitable resolution of personnel grievances.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will strive to resolve, fairly and within minimum delay, all complaints and grievances over job related incidents or policies.

DISCUSSION

An important element of a sound personnel system is the existence of a formal method that allows employees to resolve their grievances/complaints with management fairly and expeditiously. Good management practices recognize that a carefully designed grievance/complaint resolution process can help to reduce personnel dissatisfaction, identify problems in the organization, and increase a positive perception employees have of the organization.

DEFINITIONS

Grievance any work related or job related complaint, problem, or situation which an employee believes requires adjustment, resolution, or action.

10.1.1 GRIEVANCE AND ARBITRATION PROCEDURES

A. Grievance procedures for PBA Bargaining Unit members are found in the current collective

bargaining agreement.

- B. Grievance procedures for all other Department personnel not covered by the collective bargaining agreement are found in the Town of Jupiter Personnel Code.
- C. It is specifically understood that pursuant to Florida Statute 447.401, bargaining unit members will have the option of utilizing the Town's grievance procedures or the grievance procedures outlined in the collective bargaining agreement, but such an employee cannot use both.
- D. When a member has a job related grievance, every effort will be made to resolve the matter informally. The supervisor receiving the grievance will note the time, date, and person making the grievance. A formal grievance may be filed only after there is no satisfactory resolution to the grievance.
- E. To file a formal grievance, the aggrieved member must prepare a PBA Written Grievance Form, or prepare a memorandum directed to the member's immediate supervisor. In the grievance, the member must state the facts, upon which it is based, the allegation of the specific wrongful act and harm done, and the remedy or adjustment sought. The member may withdraw the grievance any time during the process.
- F. Each supervisor in the member's chain of command will sign and note the date and time of the receipt, review and analyze the facts regarding the grievance, affirm or deny the allegations of the grievance in writing, and try to resolve the grievance to the satisfaction of the agency and the member.
- G. If the grievance is resolved at any level in the chain of command, the document will continue to be routed to the Chief of Police, who will forward the original to the Office of Professional Standards. The Office of Professional Standards will forward a copy to both the member and the Human Resources Department for inclusion in their personnel file.
- H. If the grievance is unresolved, the member and applicable supervisors will adhere to the procedures outlined in Article 31 of the PBA Contract or Section 10 of the Town of Jupiter Administrative Policy and Procedure Manual.

10.1.2 COORDINATION, MAINTENANCE AND CONTROL OF RECORDS

- A. The member wishing to file a grievance is responsible for the documentation and submission of the grievance to their immediate supervisor.
- B. The supervisor who receives a grievance at the initial step will notify their applicable Division Commander and provide a copy of the grievance.
- C. The member's Division Commander will track the grievance through each step to its final disposition.

- D. Office of Professional Standards will be responsible for maintaining records and files of all grievances that are filed.
- E. Prior to a resolution in the grievance process the following personnel will have access to a copy of the grievance:
1. The employee who filed the grievance;
 2. A person, in the Chain of Command who filed and responded to the grievance;
 3. The Chief of Police;
 4. The Manager of Human Resources & Risk Management or his/her designee;
 5. A representative of the collective bargaining unit who assisted the employee in filing the grievance or filed the grievance for the employee.

10.1.3 ANNUAL ANALYSIS OF GRIEVANCES

The grievance procedure is a valuable method for management to determine agency problems. The Office of Professional Standards will conduct an annual analysis of grievances and make written recommendations to the Chief of Police and the Command Staff for minimizing the causes of such grievances in the future.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 10.2 - Harassment in the Workplace

Subject: Harassment in the Workplace

Issued: 12/91

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 3

PURPOSE

The Jupiter Police Department is committed to providing a work environment that is free of harassment, including sexual harassment. This general order establishes the Department's policy regarding harassment, including sexual harassment. It sets forth guidelines for handling violations of this general order and it specifies the related complaint handling procedure.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Jupiter Police Department employees will maintain a high standard of honesty, integrity, and impartiality in their conduct while on duty or representing the Department or Town of Jupiter. Harassment, including sexual harassment, is contrary to the basic standards of conduct between individuals, and is prohibited by Federal and State law. Protection from harassment, including sexual harassment, extends to both men and women, and to someone of the same or opposite sex.

All Jupiter Police Department employees have the right to work in an environment free from all forms of harassment, sexual or otherwise. The Department does not condone or tolerate harassment or sexual harassment, as defined below, in any form against its members by anyone including supervisors, other employees, or others over which the Department has control. Employee conduct which violates these standards will result in disciplinary action up to and including discharge from employment. Therefore, the Department will take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment, sexual or otherwise.

DEFINITIONS

Harassment - Includes, but is not limited to, unwelcome conduct whether verbal, physical, or

visual that is based upon a person's protected status, such as sex, sexual preference, color, race, ancestry, religion, natural origin, age, disability, medical condition, marital, veteran, or citizenship status. Harassment includes conduct that denigrates or shows hostility or aversion towards an individual because of his/her protected status or that of his/her relatives, friends, or associates.

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when any one of the three criteria is met:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

10.2.1 PROHIBITED ACTIVITY

- A. Harassment is a prohibited personnel practice when it results in discrimination for or against an employee on the basis of conduct which is not related to work performance, such as the taking or refusal to take a personal action, or when conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating or offensive working environment.
- B. Members should be aware that no supervisor or other member of management has the authority to suggest to any employee that the employee's continued employment, future career advancement, salary, or job will be affected in any way by the employee entering into or refusing to enter into any form of personal relationship with his/her supervisor or member of management. Similarly, an employee who behaves in this manner towards his/her co workers while at work or conducting Departmental business is in violation of this general order.
- C. No employees will either explicitly or implicitly ridicule, mock, deride, or belittle any person.
- D. Employees will not make offensive or derogatory comments based on race, color, sex, religion, or national origin, either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under State and Federal employment law, and is also considered misconduct subject to disciplinary action by this Department.
- E. Examples of prohibited sexual harassment include:
 - 1. Sex oriented verbal kidding, teasing, or jokes;

2. Crude, vulgar, or obscene language and physical gestures;
3. Commenting in a sexual way on clothing worn by an individual;
4. Referring to someone in demeaning terms; display of foul, sexually oriented, or obscene printed or visual material; suggestive or obscene letters, notes, or other written material;
5. Repeatedly asking someone for a date, e.g., after you have been told no or rejected;
6. Physical contact such as patting, pinching, hugging, or brushing against another's body; and
7. Demands for sexual favors.

10.2.2 SUPERVISOR'S RESPONSIBILITIES

- A. Each supervisor will be responsible for preventing acts of harassment. This responsibility includes:
 1. Monitoring the work environment on a daily basis for signs that harassment may be occurring.
 2. Counseling all employees on the types of behavior prohibited and the Department procedures for reporting and resolving complaints of harassment.
 3. Stopping any observed acts that may be considered harassment and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision.
 4. Taking immediate action to limit the work contact between two employees where there has been a complaint of harassment, pending investigation.
- B. Supervisors will assist any employee who comes to that supervisor with a complaint of harassment.
- C. Failure to stop known harassment will be grounds for the discipline of the supervisor, up to and including discharge. Supervisors who fail to report acts of harassment of which they are aware will be subject to disciplinary action without regard to their non participation in such acts.
- D. All levels of supervisors share responsibility for communicating this policy, for recognizing, responding and taking corrective actions, and/or preventing harassment of Department members.

10.2.3 EMPLOYEE'S RESPONSIBILITIES

- A. Employees who feel they are victims of harassment have an obligation and a duty to immediately advise the individual instigating the harassment that the conduct or behavior is unwelcome and offensive.
- B. Each member of the Jupiter Police Department is responsible for assisting in the prevention of harassment through the following acts:
 - 1. Refraining from participation in or encouragement of actions that could be perceived as harassment.
 - 2. Reporting acts of harassment to a supervisor.
 - 3. Encouraging any employee, who confides that he/she is being harassed, to report these acts to a supervisor.
- C. Failure to take action to stop known harassment will be grounds for discipline.

10.2.4 COMPLAINT PROCEDURES

- A. Employees encountering harassment will immediately tell the person that his/her actions are unwelcome and offensive. The employee will document all incidents of harassment in order to provide the fullest basis for investigation.
- B. Before making a formal complaint, an effort should be made to resolve the matter directly with the offending person. This effort should occur immediately when an offensive remark or behavior is encountered. Informal resolution includes, but is not limited to, the following:
 - 1. Discussing the incident directly with the person, telling them to stop;
 - 2. Putting the offensive conduct in writing to the person; or,
 - 3. Discussing the offensive conduct with a supervisor.
- C. If informal resolution of the complaint is not possible, successful, or desirable, a formal complaint should immediately be filed by the employee who believes they are being harassed.
- D. An employee desiring to report an incident of harassment should report the incident within five (5) days of the occurrence. Formal complaints may be accepted beyond this period at the discretion of the Office of Professional Standards and/or the Manager of Human Resources & Risk Management.
- E. Any employee who believes that he/she has been or is being harassed will report the incident(s) to his/her supervisor as soon as possible, so that steps may be taken to protect

the employee from further harassment during the investigation process, and appropriate investigative and disciplinary measures may be initiated. Where this is not practical, i.e. the complaint is against the employee's direct supervisor, the employee may instead file a complaint with another supervisor, the Office of Professional Standards, the Chief of Police, or the Manager of Human Resources & Risk Management.

F. Harassment complaints will document the complaint on an Employee Harassment Complaint Form.

1. The information recorded will include the person(s) performing or participating in the harassment, a description of the incident, witness's names, and the date(s) on which it occurred.
2. The complaint form is to be expeditiously delivered to the Office of Professional Standards and/or the Manager of Human Resources & Risk Management to initiate the investigative process.
3. Once filed, the Department and/or Town have an obligation to investigate and resolve a formal complaint.
4. A complainant may not arbitrarily withdraw a formal complaint.

G. The Office of Professional Standards will notify the Chief of Police of the harassment complaint and forward a copy of the complaint to the Manager of Human Resources & Risk Management, unless the complaint has been filed directly with the Manager of Human Resources & Risk Management.

10.2.5 HARASSMENT COMPLAINT INVESTIGATIONS

- A. The Office of Professional Standards and the Manager of Human Resources & Risk Management will work in conjunction with one another when investigating harassment complaints involving members of the Jupiter Police.
- B. Harassment investigations will be conducted in accordance to General Order 11.1, Misconduct Investigations, Disciplinary Procedures, Internal Affairs Investigations, and Personnel Early Warning System.
- C. The Office of Professional Standards and/or the Manager of Human Resources & Risk Management will inform the parties involved of the outcome of the harassment investigation.
- D. If there is no finding of harassment as a result of the investigation, the matter will be referred to the Division Commander for intervention.
- E. Complainants or employees accused of harassment may file a grievance, in accordance to Department procedures, when they disagree with the investigation or disposition of a

harassment claim.

- F. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.
- G. A file of harassment complaints will be maintained by the Manager of Human Resources & Risk Management in a secure location. These records will be maintained in a confidential manner, according to Florida Public Records Statutes and Florida General Records Retention Schedule.

10.2.6 RETALIATION

- A. Retaliation violates Federal anti discrimination laws and is prohibited by Title VII. Because you file a complaint, your employer cannot retaliate by giving you a transfer, demotion, termination, pay reduction, or poor performance appraisal.
- B. Any employee who files a good faith complaint of harassment will not be retaliated against in any manner whatsoever, and any employee, supervisor, or manager who attempts any act of retaliation will be subject to disciplinary action up to and including discharge.
- C. There will be no retaliation against any employee for assisting, testifying, or participating in the investigation of a harassment complaint.
- D. No retaliation will be taken against anyone interviewed or involved in the case such as witnesses regardless of the outcome of the complaint.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 11.1 - Misconduct Investigations, Discipline

**Subject: Misconduct Investigations, Disciplinary
Procedures, Internal Affairs Investigations and Personnel
Early Warning System**

Issued: 10/98

By Order Of: Daniel J. Kerr, Chief of Police

Revised: 06/18

Signature: *Signature on File*

Revision #: 12

PURPOSE

The purpose of this General Order is to establish uniform guidelines for the receipt, investigation, and disposition of complaints of misconduct by Department personnel.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

The Jupiter Police Department recognizes its responsibility to thoroughly investigate complaints of misconduct brought against its members. To accomplish this task, the Department has implemented an internal investigation function. This general order contains the necessary procedures to provide for a diligent and systematic investigation of complaints. This process ensures that valid complaints are separated from false or unsubstantiated allegations, so that corrective measures are taken when necessary, in order to provide quality law enforcement and to instill a sense of confidence in the community and the Department.

The Jupiter Police Department also recognizes the enormous stresses of the law enforcement profession and the challenges it presents. To this end, a Personnel Early Warning System is established as method of documenting and identifying symptoms of job stress and/or performance problems of members. Analysis of this information is intended to identify members that may require assistance, remedial training or other corrective action before the behavior becomes damaging or harmful to the member, the public or to the Town of Jupiter.

DEFINITIONS

Administrative Inquiry - An informal investigation of personnel performance or conduct.

Administrative Review – The process by which an initial written complaint will be evaluated by a member of the Office of Professional Standards to determine further action. Depending upon an initial review of the complaint and approval by the Chief of Police, it may be forwarded to the appropriate staff member for further investigation in accordance with established procedure or disposed of in a manner authorized by the Chief or Police or his designee.

Complaint of Misconduct - An accusation or charge accusing a member of the Jupiter Police Department of violating a policy, procedure, rule or regulation. This does not include citizen complaints that result from a complainant's misunderstanding or disagreement with the application of law or Department policies or procedures.

Criminal Investigation - An investigation initiated against a member involved in criminal activity or who has committed a criminal act that violates state or federal laws, or city/county ordinances.

Exonerated - A finding or conclusion that the incident occurred, but the individual's actions were lawful and proper.

Exonerated Due to Policy Failure - A finding or conclusion that present policy, procedure, rules or regulations covering the situation were nonexistent or inadequate. In all cases involving this finding or conclusion, the person making the finding will initiate a review of the policy in question and draft a recommendation to resolve the failure.

Formal Disciplinary Action - An action imposed by a Supervisor against a member and approved by the Chief of Police or designee. Formal discipline will include, but not be limited to, a Letter of Reprimand, Suspension from Duty without Pay and Recommendation for Termination of Employment.

Informal Discipline Action - intended to modify or improve behavior and elicit compliance with established policies and procedures, i.e., Verbal Warning, Officer Advisory Report.

Internal Affairs Investigation - A procedurally formal, non criminal investigation of policy and procedure violations against a member that is conducted by a member trained in internal affairs investigations.

Letter of Reprimand - An official formal disciplinary censure of unacceptable acts or behavior which is documented and placed in the member's personnel file.

Officer Advisory Report - A documented discussion between a Supervisor and subordinate in which the subordinate's behavior and necessary improvements are brought to their attention. Officer Advisory Reports are generally used after informal supervisor subordinate communications, i.e., "coaching", has failed to produce the desired results. Counseling sessions should be held on a positive note, and be correctively advisory in nature.

An Officer Advisory Report is considered an instrument in managing personnel from day to day. Therefore, Officer Advisory Reports that are not part of an official investigation will be purged in

the following manner:

1. Officer Advisory Reports issued to an employee will be considered to have lost its administrative value and be purged one year from the date of issuance, provided no subsequent similar violations occur within that period.
2. In the event of a subsequent violation, Officer Advisory Reports will be retained until a one year period expires from the date of the most recent report.

Personnel Early Warning System - A proactive program to identify members who are involved in multiple incidents including use of force, vehicle pursuits, allegations of misconduct, or performance infractions.

Pre disciplinary Hearing - An avenue for a member to meet with the Chief of Police during which mitigating circumstances can be asserted before the possible imposition of formal disciplinary action.

Remedial Training - Additional formal training of a member to improve performance and to stimulate strict compliance to policies and procedures.

Sustained - A finding or conclusion that an allegation is supported by a preponderance of evidence.

Unfounded - A finding or conclusion that an allegation is demonstrably without basis.

Unsubstantiated - A finding or conclusion that sufficient credible evidence was lacking to prove or disprove the allegation.

11.1.1 RESPONSIBILITIES OF THE OFFICE OF PROFESSIONAL STANDARDS

- A. Receive, investigate, and process complaints made against the Jupiter Police Department and/or its members.
- B. After a complaint is received from a Supervisor, the designated Office of Professional Standards member will review the complaint to determine further action. Depending upon an initial review of the complaint and approval of the Chief of Police, it may be forwarded to the appropriate staff member for further investigation in accordance with established procedure or disposed of in a manner authorized by the Chief or Police or his designee.
- C. Coordinate the Departmental complaint process and assist other components of the Department in the processing of complaints. All completed investigative files will follow the complaint disposition process.
- D. Track and maintain records of all complaints made against the Jupiter Police Department and/or its members, and the dispositions of same. This includes the recording, registering, controlling of all complaints and investigations of alleged or suspected misconduct within

the Department.

- E. Track and maintain records of all formal disciplinary actions taken against any member of the Department.
- F. Maintain the confidentiality of Internal Affairs Investigations and maintain records in a secure area.
- G. Coordinate the release of information upon conclusion of Internal Affairs Investigations.
- H. The Office of Professional Standards will be responsible for the Internal Affairs function of the Jupiter Police Department. The Office of Professional Standards may have other personnel trained in the Internal Affairs function under his overall direction for investigatory purposes.
- I. The Office of Professional Standards will report directly to the Chief of Police concerning all matters related to Internal Affairs investigations.
- J. The Chief of Police may assign an investigation to other members of the Department if it is determined that this course of action is in the best interest of the Department.
- K. If a complaint is against a member of the Office of Professional Standards, the complaint will be submitted directly to the Chief of Police. The Chief of Police may assign the investigation to another properly trained officer. Whenever possible, a subordinate will not investigate a superior officer. At his discretion, the Chief of Police may contact an outside agency to conduct an investigation with an agreement that the agency conducting the investigation is an agent of the Town of Jupiter.
- L. In potential criminal investigations of members, after notifying the Chief of Police, the Office of Professional Standards will notify the State Attorney's Office. This contact may be for notification and/or legal advice or assistance in case preparation.
- M. Authority of Internal Affairs Investigators - Internal Affairs Investigators are to be considered direct representatives of the Chief of Police in all matters of concern to Internal Affairs. They will have unimpeded access to all facilities, equipment, records and personnel for the purposes of investigations, and will receive full cooperation from all members of the Jupiter Police Department.
- N. Each January a member of the Office of Professional Standards will review all completed Internal Affairs Reports and Administrative Inquiries to ensure the proper destruction of reports in accordance with State of Florida Records Retention Schedule GS2 for Law Enforcement.

11.1.2 AUTHORITY TO RELIEVE FROM DUTY

- A. The Chief of Police may relieve any member of duty and place them on administrative

leave - with or without pay, or administrative assignment with duties as designated by the Chief of Police. Written notice will be provided to the member as to their administrative leave or assigned duties status.

- B. An immediate Supervisor may relieve a member of official duties and place the member on administrative leave with pay under the following circumstances:
 - 1. Following insubordinate or other improper conduct which adversely affects the operation of the Jupiter Police Department;
 - 2. When an allegation of misconduct is raised and it is in the best interest of the agency and/or public; or
 - 3. When a member's normal faculties are apparently impaired.
 - 4. When a member's actions while working in an official capacity result in death or serious physical injury.
- C. A Supervisor who relieves a member of duty in accordance with Section 11.1.2 - B., will notify the Chief of Police of this action, through the Chain of Command, as soon as possible. The relieved member will report to the Chief of Police or a designee on the next business day, at 1000 hours, unless otherwise directed by the Chief of Police or a designee. The Supervisor imposing or recommending the suspension will also report to the Chief of Police, or a designee, at the same time.
- D. Members relieved of official duties may be:
 - 1. Placed on administrative assignment;
 - 2. Placed on administrative leave with pay and told to report by phone at certain times each day for possible assignment or interviews; or
 - 3. Placed on administrative leave without pay.
- E. Members placed on administrative assignment will surrender their assigned vehicle (PPV), but will receive full pay and benefits and not lose any vested rights.
- F. Members placed on administrative leave with or without pay may be required to surrender their badge, ID card(s), weapons, keys, vehicle and/or other agency property. The supervisor will make this decision based on the best interests of the agency or the involved member.
- G. Members who have been relieved of official duties, will remain in their assigned status as described in 11.1.2 (D) until the conclusion of an administrative review or internal investigation of the incident.

11.1.3 SERVICE RELATED INQUIRIES

- A. Service related inquiries are inquiries from citizens based upon a misunderstanding of the law, established procedures or investigative techniques.
 - 1. These inquiries will be immediately addressed by the appropriate Supervisor. Examples of service related inquiries may include but are not limited to: inadequate investigation, such as failure to dust for prints or failure to interview all witnesses; questionable response time; or conditions under which a traffic citation was issued.
 - 2. When possible, these complaints should be resolved during initial contact by demonstrating a sincere desire to hear and understand the problem and conveying appropriate information to the complainant.
- B. When considering an inquiry of this nature, if the situation cannot be resolved to the satisfaction of everyone concerned, or if there is any doubt as to whether an Administrative Inquiry or Internal Affairs investigation is necessary, the facts will be documented on a Complaint Investigative Report.

11.1.4 PERFORMANCE INFRACTIONS

- A. Performance infractions are deficiencies identified by the immediate supervisor which do not involve a third party. Examples of performance infractions may include, but are not limited to:
 - 1. Appearance
 - 2. Tardiness
 - 3. Incompetence
 - 4. Insubordination
 - 5. Inappropriate work attire
 - 6. Improper care of equipment
- B. Infractions such as these involve violations of rules and/or regulations; however, they are supervisory in nature and should be addressed by the Supervisor immediately. In the event the infraction is complicated by untruthfulness on the part of the officer or other unforeseen complications, the incident should be referred to Professional Standards for investigation.
- C. Whenever a consequential performance infraction is handled by a Supervisor, it will be documented on an Officer Advisory Report. The original documentation will be forwarded to Professional Standards for tracking purposes as part of the Personnel Early Warning

System. Repeated occurrences of similar performance infractions may lead to Administrative Inquires and/or Internal Affairs Investigations.

11.1.5 COMPLAINT RECEIPT AND DOCUMENTATION

- A. It will be the policy of the Jupiter Police Department to investigate all complaints made against Department personnel, regardless of the source of such complaints. This policy will include the investigation of alleged or suspected violations of laws, ordinances or Department/Town rules, regulations, policies, procedures, or orders (written or verbal) as reported to Department Supervisors by any citizen or Department personnel in any of the following manners:
1. In writing, orally, by telephone, or by correspondence (signed or anonymous).
 2. Anonymous complaints will be reviewed, and investigated at the discretion of the Chief of Police.
- B. All members of the Jupiter Police Department will forward citizen complaints of misconduct to the accused member's Supervisor, the On Duty Supervisor, or the Office of Professional Standards.
- Note:** *At no time shall a background or records check be completed on any person making a police complaint under this section, unless specifically authorized by the Chief of Police or his designee.*
- C. If, in the opinion of the Supervisor in charge, the incident or complaint is of sufficient gravity, the Supervisor will immediately notify the Chief of Police, regardless of the hour. Action necessary to preserve the integrity of the Department will be taken until the arrival of the Chief of Police. Should the matter pertain to or involve the Chief of Police, the Town Manager and Office of Professional Standards will be notified. The Office of Professional Standards will notify the Chief of Police of all other incidents or complaints at the earliest opportunity.
- D. Citizen complaints are often the result of a misunderstanding of law or procedure. Every effort should be made to understand the complainant's concern and provide information to clarify the complainant's understanding of the law or procedure in question. If resolved to the complainant's satisfaction, these instances do not require written documentation.
- E. Complaints of misconduct may be initiated by a member's Supervisor. Complaints initiated by other members will be documented on an Inter Office Memorandum and forwarded through the Chain of Command to the accused member's Supervisor or Office of Professional Standards.
- F. The Supervisor will complete a Complaint Investigative Report (CIR) on all complaints of misconduct. The CIR will be attached as a cover sheet to the complaint file.
- G. To simplify the acceptance of alleged employee misconduct complaints by citizens and

personnel of the Jupiter Police Department, the Statement of Complaint will be utilized, along with other appropriate means.

- H. All efforts to satisfy the complainant will be taken, including but not limited to a response by a Supervisor to the home or business of the complainant. This response should be undertaken when the complainant cannot respond to the agency's headquarters.
- I. A Statement of Complaint will be completed documenting the allegations.
- J. The Supervisor receiving the complaint will ensure that the complainant signs the following on the Statement of Complaint:
 - 1. Confidentiality Compliance Agreement
 - 2. False Statements Acknowledgment
 - 3. Statement of Oath
- K. The complainant will be informed that a Supervisor or Internal Affairs Investigator will contact them in the near future and will be given a copy of the Receipt of Complaint form.

11.1.6 COMPLAINT INVESTIGATIONS

- A. The Supervisor will review the complaint to determine if the allegation is minor and within the scope of the Supervisor's authority.
- B. The Supervisor will then forward the initial complaint information to the Office of Professional Standards to determine any previous history of the accused member's conduct that may influence the potential course of action.
- C. Following an Administrative Review, if the Office of Professional Standards determines that the preliminary information indicates that the investigation meets the criteria for an Administrative Inquiry, then an Administrative Inquiry case number will be assigned and the complaint will be expeditiously returned to the Supervisor to conduct the inquiry. The Supervisor will then conduct the necessary follow up and document the findings and recommended action to be taken on the Disposition of Administrative Inquiry Report.
- D. If an investigation is handled at the Division/Bureau level, Supervisors are encouraged to seek advice and direction from the Office of Professional Standards.
- E. The Chief of Police will have the authority to order a formal Internal Affairs investigation into any allegation or complaint, based upon the circumstances.
- F. If the complaint is to be handled by an Internal Affairs Investigator, it will be the responsibility of the Supervisor who received the complaint to provide all pertinent information and original documentation relating to the complaint to the Office of

Professional Standards for assignment. This paperwork will be submitted in a confidential manner (e.g. sealed in an envelope) and no copies are to be made of any documents.

- G. The complainant will receive periodic status reports during the investigation, especially if it is a long term investigation. Status reports may range from a phone call to a written notice to the complainant
- H. The Office of Professional Standards will review all documentation for completeness and accuracy. The investigation will be assigned an Internal Affairs Investigation case number.

11.1.7 ADMINISTRATIVE INQUIRIES

Complaints of misconduct that are less serious in nature will generally be investigated at the Shift/Unit level as an Administrative Inquiry. Once an Administrative Inquiry is initiated, the subject of the investigation will be notified in writing by the investigating Supervisor by issuing the subject a Notice of Administrative Inquiry.

- A. Supervisors who investigate complaints about a member may speak to the member about the complaint and give the member the complainant's name and basis for complaint. Supervisors must conduct the inquiry in a fair and impartial manner and will order the accused member and other involved members to submit memorandums, within 72 hours, responding to the allegations and describing in detail their actions regarding the incident. Accused officers will be allowed to review other officers witness statements prior to the submission of the memorandum.
- B. The Supervisor completing an Administrative Inquiry will submit an investigative finding of sustained, unfounded, exonerated, unsubstantiated, or exonerated due to policy failure, with a recommended action. The investigative findings will be submitted under oath by the investigator.
- C. If the finding is unfounded, unsubstantiated, exonerated, or exonerated due to lack of policy, the Supervisor will document their recommendation on the Disposition of Administrative Inquiry Report, with all documentation attached, and forward the file for the final determination via the Chain of Command.
- D. If the inquiry reveals that the allegation needs further investigation, or the misconduct is more serious than originally thought, the investigating Supervisor will contact the Office of Professional Standards for further direction.
- E. If the inquiry reveals that the allegation will result in corrective action that is not considered formal disciplinary action, the Supervisor will complete the investigation, complete the Disposition of Administrative Inquiry Report, and attach all documentation with a recommendation of action. The completed investigation will be forwarded via Chain of Command.
- F. The following actions may be recommended by supervisors completing an Administrative

Inquiry:

1. Officer Advisory Report
2. Remedial Training
3. Letter of Reprimand

G. In addition to the above remedies, the Supervisor may also make recommendations for the following actions:

1. Loss of PPV privileges;
2. Loss of extra/off duty work privileges;
3. Loss of instructor status;
4. Loss of assignment to specialty duties.

H. If an Officer Advisory Report is the recommended action, the Supervisor will forward the complete file to the Division Commander. If the Division Commander concurs, the report will be issued to the member, who will be asked to sign the document to acknowledge receipt. The file will be forwarded to the Office of Professional Standards for filing.

I. If a Letter of Reprimand is the recommended action, the Supervisor will forward the complete file to the Division Commander who in turn will forward the file to the Chief of Police. If the Chief of Police concurs, the Letter of Reprimand will be issued to the member, who will be asked to sign the document to acknowledge receipt. The file will be forwarded to the Office of Internal Affairs for filing.

J. All original Letters of Reprimand will be forwarded to the Human Resources Department for placement in the member's personnel file.

K. The affected member will receive written notification of the conclusion of fact and disposition concerning the administrative inquiry.

11.1.8 INTERNAL AFFAIRS INVESTIGATIONS

A. Complaints which require an Internal Affairs Investigation include the following:

1. Complaints alleging corruption, untruthfulness, violations of Civil Rights, sexual harassment, and incidents of excessive use of force.
2. Conduct involving moral turpitude.
3. Criminal misconduct, as directed by the Office of Professional Standards or the Chief

of Police.

4. Officer involved shootings involving injury or death.
5. Matters that require confidential investigation.
6. Time consuming investigations that would be impractical to assign to the Shift/Unit Supervisor. Incidents involving escape or death of persons in custody.
7. Any administrative investigations deemed appropriate by the Office of Professional Standards or the Chief of Police.

B. Criminal investigations will take priority over administrative investigations and should, in most cases, be handled by appropriate law enforcement personnel either within the Jupiter Police Department, or externally if necessary.

1. A criminal investigation of a member will always lead to an Internal Affairs investigation either simultaneously, or at some later appropriate time.
2. The Internal Affairs investigation, when preceded by a criminal act or investigation should proceed only when such investigation will not interfere, influence, or otherwise jeopardize any ongoing criminal investigation. Investigations of this nature will be closely monitored by the I. A. Investigator.

C. Once an internal investigation is initiated, the subject of the investigation will be notified in writing by the Internal Affairs Investigator who will issue the subject a Notice of Investigation.

1. The affected member will be advised of the nature of the complaint and the name of the complainant(s) prior to his investigative interview.
2. The affected member will also be advised to review their General Orders Manual, Town Personnel Code, and Collective Bargaining Agreement that relates to his employee rights and responsibilities.
3. In cases where advance notification would jeopardize the investigation, the notification may be given immediately prior to the interview of the affected employee.

D. All personnel complaint investigations will be completed within forty five (45) days of receipt of the initial complaint. An extension may be granted by the Chief of Police when extenuating circumstances exist. If the investigation has not been completed by the anticipated date, the complainant will be contacted, advised of the delay, and provided with a revised completion date.

E. Internal Affairs Investigators should avoid investigative actions or interviews that might

jeopardize subsequent criminal investigations.

- F. Internal Affairs Investigators conducting an investigation should meet with the complainant, when possible, and obtain a signed Statement of Complaint Form, documenting the main issues of the complaint. The complainant, or witness, must be placed under oath before the interview.
- G. Member may be instructed to submit a written response or explanation of an incident or allegation in lieu of an interview, or before an investigative interview.
- H. Internal Affairs Investigators conducting investigations will question members at the Jupiter Police Department facility during their normal duty hours, unless the seriousness of the allegation warrants immediate action.
- I. Members may have a representative present during any interview relating to the charges that may result in discipline if sustained. A representative may advise and counsel the member but may not participate in any interview.
- J. The member should be interviewed last so that they may review all statements of the complainant(s) and witnesses against them before the interview except statements made by another accused member involved in the Internal Affairs Investigation.
- K. Interviews with members will be tape recorded. The Internal Affairs Investigator will begin the interview with the introductory statement on the Notice of Investigation. There will be no unrecorded questions or statements during the interview.
- L. Members under investigation are required to answer all questions related to the performance of their duties. Failure to answer questions related to the performance of duties may result in disciplinary action, including dismissal. However, no information obtained through the compelled statement may be used in any future criminal prosecution. Questions must be specific and narrowly related to the member's duties or continued fitness for duty.
- M. Members under investigation will not be subjected to offensive language, or threatened with transfer, dismissal, or disciplinary action.
- N. Members may be required to submit to photographs, line ups, blood tests, urine tests, breath tests, voice prints (other than deception tests), handwriting exemplars, financial disclosures, and other tests or examinations, when there is reasonable suspicion to believe the results will disclose an administrative violation. The member may request that one of these tests be administered.
- O. Police Department or Town owned property may be searched as part of an investigation.
- P. Personal property in any Police Department facility or vehicle may be searched with probable cause.
- Q. Police Department communications equipment may be monitored at anytime, under conditions permitted by law. Other communications or conversations may also be

monitored under conditions permitted by law.

11.1.9 MEMBER RESPONSIBILITIES

- A. A member having knowledge of, or involved as, a subject or witness in a complaint will not:
 - 1. Independently participate in the investigation.
 - 2. Be present during any investigative contact with the complainant or complainant's witnesses.
 - 3. Contact the complainant or complainant's witnesses concerning the allegations.
 - 4. Disclose or discuss information regarding an investigation with anyone except designated Departmental authorities conducting the investigation.
- B. Nothing in these procedures will be construed to prohibit an employee from discussing any aspect of a complaint with his attorney or bargaining unit representative. If the bargaining unit representative is an involved party or witness in the alleged misconduct, the employee must contact an uninvolved representative.

11.1.10 CONFIDENTIALITY OF INVESTIGATIONS

- A. All Internal Affairs Investigations will remain confidential until such time as the investigation becomes public record.
- B. Until the investigation becomes public record, no portion of the case will be copied or reproduced in any manner by anyone other than the Internal Affairs Investigator.
- C. If a member requests a copy of their statement or has any other question(s) related to the investigation they are to be directed to the Office of Professional Standards.

11.1.11 INVESTIGATIVE CONCLUSIONS OF INTERNAL AFFAIRS INVESTIGATIONS

- A. When an Internal Affairs Investigation is completed, the investigator will submit the findings in a formal case report to the Chief of Police. The investigator will conclude the investigation and submit his/her investigative findings of sustained, unfounded, exonerated, unsubstantiated, or exonerated due to policy failure for each of the alleged policy violations.
- B. The Internal Affairs Investigator will not make a recommendation of formal disciplinary action.

- C. Upon receipt of the internal affairs investigation, the Chief of Police will thoroughly review the investigation. If sustained, the Chief of Police will provide the member the opportunity of a pre disciplinary hearing prior to the issuing of any formal disciplinary action.
- D. The complainant and the affected member will receive written notification of the conclusion of fact and disposition concerning the allegation of misconduct.
- E. If it is determined that the allegation is unfounded, unsubstantiated, exonerated, or exonerated due to policy failure, the member will be notified in writing.

11.1.12 PRE-DETERMINATION HEARINGS

- A. Prior to final determination in cases that may result in a suspension from work, i.e., Internal Affairs investigations and Crash Review Board recommendations, members will be afforded the opportunity to appear in person at a pre determination hearing. This is not an appeal process to challenge the appropriateness of sustained allegations. The member may introduce additional evidence or offer mitigating circumstances on their behalf.
 - 1. Members may submit a written statement in lieu of a personal appearance at a hearing. This statement will be included in the file.
 - 2. Members indicating their choice for a hearing who do not appear or give notice or cause at the time and date of the scheduled hearing will not be penalized.
 - 3. The Chief of Police or his designee will review all documentation provided and make a final determination.
- B. Member's Right to Representation
 - 1. Members may bring a representative to the hearing.
 - 2. The representative may not cross examine witnesses and may not otherwise act to interfere or take control of the hearing, but is permitted to advise and counsel the member.

11.1.13 FINAL DETERMINATION

- A. If the Chief of Police determines that disciplinary action will be taken, the Chief of Police will notify the member with written confirmation of the final determination and initiate the disciplinary action.
- B. The Chief of Police will prepare and sign the letter of final determination, except for notifications of dismissal which will be prepared and signed by the Town Manager. A copy of the letter of final determination will be forwarded to the Human Resources Department

and placed in the member's personnel file.

- C. A notification of dismissal will contain a statement explaining the reason for the dismissal, an effective date of the dismissal and a statement concerning the content of the member's employment record relating to the dismissal.
- D. The Human Resources Department will mail a letter informing the former member of his/her fringe and retirement benefits after dismissal. A copy will be placed in the former member's personnel file.
- E. All documentation and completed case files, including letters of final determination, will be forwarded to the Office of Professional Standards for final processing and filing. Recordings from investigations and hearings will be saved in a manner to prevent accidental erasure, and will be forwarded to the Office of Professional Standards to become part of the permanent file. The terminated member may receive a copy of the supporting documentation upon request.
- F. Upon conclusion of any sustained complaint against a member involving moral character, the Chief of Police or designee, will complete and submit the CJSTC Internal Investigation Report to the Florida Department of Law Enforcement.
- G. Internal Affairs Investigations and Personnel Files are retained in accordance to the Florida General Records Retention Schedule for Law Enforcement.

11.1.14 NAME CLEARING

- A. The courts have mandated that members may supply material to rebut or clarify information placed into public record by an employer.
- B. If the member separates from the office before the conclusion of the investigation, the accused will be granted the opportunity for name clearing. The name clearing may consist of a meeting with the Chief of Police or his designee, and/or the opportunity to provide written rebuttal within 10 days of receipt of notification of disposition.
- C. The notification will be made by certified return receipt mail, or personal delivery to the accused. The return receipt or signed acceptance is required and will be made part of the case file.

11.1.15 PROCESS OF APPEALS

- A. All disciplinary actions will be subject to appeal by the affected member.
 - 1. Disciplinary appeals for PBA Bargaining Unit members are found in the current

collective bargaining agreement.

2. Disciplinary appeals for all Department personnel not covered by the collective bargaining agreement are found in the Town Personnel Code (Disciplinary Actions, Grievance Procedure, and Procedure for Involuntary Termination, Demotion, or Suspension with Loss of Compensation).
- B. Upon conclusion of any sustained complaint with formal disciplinary action, to include a letter of reprimand, suspension, demotion or recommendation for dismissal, the affected member will have the opportunity to rebut and respond to, verbally and in writing, the reasons for the proposed action and the charges against the member, and to furnish any explanation or information relevant to the proposed action to the Office of the Town Manager.
- C. The Town Manager or designee will give full and fair hearing and consideration to all matters which the affected member wishes to present. After the meeting, the Town Manager or designee will render a prompt decision in writing and will provide it to the member.

11.1.16 SUMMARY OF INVESTIGATIONS AND INQUIRIES

Annually, the Office of Professional Standards will provide a statistical summary of all Internal Affairs Investigations and Administrative Inquires to the Chief of Police, with copies made available to the public and agency employees.

11.1.17 PERSONNEL EARLY WARNING SYSTEM

- A. **Procedure** - The Office of Professional Standards will track and monitor the Internal Affairs database for personnel activity reference to complaints, performance infractions, vehicle pursuits, vehicle crashes and use of force.
- B. **Alerts** - An alert within Internal Affairs will activate if:
1. Any member receiving three (3) Officer Advisory Reports in a six (6) month period.
 2. Any member is the focus of three (3) Administrative Inquires alleging misconduct in a six (6) month period.
 3. Any member is the focus of three (3) Internal Affairs investigations in a twelve (12) month period.
 4. Any member is involved in:

- a. Three (3) vehicle pursuits as a primary unit in a six (6) month period.
 - b. Six (6) uses of force in a six (6) month period.
 - c. Two (2) at fault crashes in a three (3) month period.
5. Any member receiving the following: A total combination of three (3) OARs, written reprimands, or other discipline of any kind in a six (6) month period, to include findings in crash review boards which find against the member.
- C. An alert will not be construed as misconduct and will be utilized solely for the purpose of identifying potential problems facing employees.
- D. **Reports** - Upon activation of an alert, the Office of Professional Standards will notify the Chief of Police and the Division Commander of the affected employee, of the circumstances surrounding the alert.
- E. **Review** - The Division Commander will discuss the incidents with the member and review available intervention options. Options include but are not limited to:
- 1. Policy Review
 - 2. Remedial Training
 - 3. Employee Assistance Program
- F. The Division Commander will respond in writing to the Office of Professional Standards to report the results of the review and any intervention that may be initiated.
- G. The member's immediate Supervisor will be made aware of the alert and any intervention, if required. It is the immediate Supervisor's responsibility to report unusual behavior.
- H. The use of the Personnel Early Warning System will not preclude a supervisor from initiating further corrective action.
- I. Professional Standards will maintain a log of alerts and the Personnel Early Warning System will be evaluated at the end of each calendar year.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT GENERAL ORDER 12.1 - Departmental Awards

Subject: Departmental Awards	Issued: 01/87
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 12/18
Signature: <i>Signature on File</i>	Revision #: 13

PURPOSE

The Jupiter Police Department will initiate the following procedures for awarding departmental citations to officers, non-sworn employees, and citizens for acts that deserve of recognition.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

12.1.1 AWARDS BOARD

- A. An Awards Board will be appointed to review all requests for citations. The Board will consist of a minimum of five (5) members as appointed by the Chief of Police. They are as follows:

One (1) Major or Captain
One (1) Sergeant
One (1) Uniform Operations Member
One (1) Special Operations Member
One (1) Non-sworn Staff Member

1. One of these members will be elected by the members of the Board to act as Secretary. The Secretary's duties are to keep a recording of the Board's actions.
2. In the event that a member of the Board is involved in the citation request they will abstain from that particular review.
3. Members appointed to the Awards Board are required to attend all scheduled meetings.

B. Term of Board

1. The Awards Board will be appointed for a period of one year by the Chief of Police.
2. Meetings will be quarterly and coincide with Police Officer of the Quarter / Civilian of the Quarter nominations which will be submitted no later than the seventh (7th) day of the month beginning a new quarter.
3. A report for this meeting will be forwarded to the Chief of Police by the Secretary. The staff members(s) making the recommendations are encouraged and urged to appear before the Board to make verbal presentation of their requests.
4. There is no appeal of the Board's decision.

C. Eligibility, Routing, and Board Actions

1. All Department members are eligible to receive awards for actions on or off duty, in or outside of the Jupiter Town limits. The recommendations should be limited to those actions or incidents that are beyond normal, routine police duties. An individual officer will not submit a recommendation on his own behalf. However, if an individual feels he should be recommended, he may bring it to the attention of his Supervisor, and a request for citation may be submitted via the Supervisor.
2. Recommendation for citations will be submitted directly to the Office of the Chief of Police for review prior to forwarding to the Awards Board Chairperson, with all original supporting documentation. Personnel submitting a recommendation should retain a copy of all documents submitted.
3. If, at the discretion of the Board, the action on the request warrants either a higher or lower degree of citation, the Board may adjust the recommendation. In any case, the Board's decision is final.
4. The Board has the ability to nominate any employee for any award. Nominations originating from the Awards Board, along with supporting documentation, will be submitted to the Executive Staff for approval.

12.1.2 SPECIALTY AWARDS

A. **Valor**

The citation for Valor is the highest obtainable by any officer of the Department. It will be awarded in exceptional cases where an officer risks his life in performing a hazardous duty. The act must be of such extraordinary nature that the officer's act and exposure to peril is above and beyond the call of duty.

The emblem for Valor will be a blue and gold award bar

B. **Bravery**

The citation for Bravery will be awarded in an instance where an officer has risked his life in the performance of his duty or, by his actions, saved the life of a fellow officer or citizen but not above the call of duty.

The emblem for Bravery will be a blue and white award bar.

C. **Life Saving**

A citation for Life Saving will be awarded where an officer, through intelligent or courageous application of first aid and/or rescue techniques saves the life of a fellow officer or citizen.

The issuance of this citation would not prevent the issuance of a higher award concerning the same incident if circumstances warrant.

The emblem for Life Saving will be a red and white award bar.

D. **Purple Heart Award**

The Purple Heart will be awarded to an officer/ member who sustains a serious/debilitating injury, through no fault of their own, while performing his/her duties.

E. **Chief's Leadership Award**

The Chief's Leadership Award will be awarded to the leader(s) recognized as the most outstanding among peers in performance of duty throughout the year and for excellence in displaying the confidence needed to face the most challenging leadership tests. Recipients must demonstrate a high degree of professionalism, dedication to duty and high moral character.

The emblem for the Chief's Leadership Award will be a black bar with white tips and three gold stars.

F. **Chief's Award of Excellence**

The Chief's Award of Excellence will be awarded to a member(s) who demonstrates a high degree of professional excellence through the success of difficult police projects, programs, investigations, or situations which involve no personal hazard to the member(s).

The emblem for this award will be a white bar with a center yellow stripe bordered by two red stripes.

G. **Merit / Team Merit**

The citation for Merit/Team Merit will be for service in the line of duty where an employee or team of employees, because of diligence and perseverance, perform a difficult task in which crime is prevented, life and property protected, a criminal is apprehended, or a case/investigation is brought to a successful conclusion.

For officers, the emblem for Merit/Team Merit will be a green and white award bar.

Non-sworn employees will receive a Certificate of Award

H. **Exceptional Service Award**

As determined by the Office of the Chief of Police, this award is intended to recognize a departmental wide response to a major crisis or unit involvement in a significant event.

Current Exceptional Service Awards include:

Hurricane Frances and Jeanne, 2004.

Hurricane Wilma, 2005.

Thanksgiving Day Tragedy, 2009.

The emblem for this award will be a blue and grey award bar with a star, unless otherwise indicated.

I. **Bruce E. St. Laurent Community Involvement Award**

The Bruce E. St. Laurent Community Involvement Award will be presented to those members who, above and beyond their normal duties, aid, assist, or become part of an organization, project or event where they give unselfishly of their time, expertise or patience to the betterment of the community and its citizens.

The emblem for Bruce E. St. Laurent Community Involvement Award will be a purple, blue and black award bar.

Note: *A citizen may also receive this award due to their contributions or where they give unselfishly of their time, expertise or patience to the betterment of the community and its citizens.*

**The award presented to citizens is in the form of a certificate.*

J. **Safe Driver Awards**

Officer safe driver citations will be issued based on consecutive years of safe driving with no preventable crashes or any disciplinary action, formal or informal, for driving behavior.

Each calendar year beginning January 1 and ending December 31 that an officer operates a

vehicle without a preventable crash or disciplinary action for their driving behavior will be counted as one (1) year.

Three Year Safe Driver Award:

The emblem for three (3) consecutive years with no preventable crashes or any disciplinary action related to their driving behavior will be an orange ribbon with one star.

Five Year Safe Driver Award:

The emblem for five (5) consecutive years with no preventable crashes or any disciplinary action related to their driving behavior will be an orange ribbon with two stars.

Ten Year Safe Driver Award:

The emblem for ten (10) consecutive years with no preventable crashes or any disciplinary action related to their driving behavior will be an orange ribbon with three stars.

Distinguished Safe Driver Award:

The emblem for fifteen (15) consecutive years with no preventable crashes or any disciplinary action related to their driving behavior will be an orange ribbon with four stars.

K. **SWAT Service Award**

The SWAT Service Award will be awarded to all members who complete 5 years of consecutive service as a member of the Jupiter Police Department SWAT Team. The emblem for the SWAT Service Award will be a green service bar with one star for each 5 year period of service.

L. **Military Service Award**

The Military Service Award will be awarded to all members who are veterans of any of the United States Armed Services. This pin will be issued to qualified personnel upon successful completion of their probationary period.

The emblem for the Military Service award will be a solid colored bar and will denote the branch in which the member served.

M. **Chief's Letter of Commendation**

A Chief's Letter of Commendation is to be awarded where an officer has performed routine police duties in an alert, superior manner. The letter, in frame, is to be awarded by the Chief of Police. A copy will be placed in the officer's personnel file.

N. **Citizen Meritorious Citation**

A Meritorious Service Citation may be awarded to a citizen of any age who assists members of this Department in the apprehension of a criminal or in any other way that tends to put them in physical danger.

Note: *This includes actions initiated by citizens that are instrumental in apprehension of a criminal or for extraordinary action taken to protect life or property.*

12.1.3 QUARTERLY AND ANNUAL AWARDS

A. **Edward K. Humphrey Annual Officer of the Year**

The Edward K. Humphrey Annual Officer of the Year Award will be awarded to the one officer who exemplifies the Jupiter Police Departments overall mission through exceptional service to the community for the one year period.

The emblem for the Edward K. Humphrey Annual Officer of the Year Award will be a gold and white award bar with one blue stripe.

B. **Investigator of the Year Award**

The investigator recognized as the most outstanding among peers in performance of duty throughout the year. Recipient must demonstrate a high degree of professionalism, dedication to duty and high moral character.

C. **Civilian Employee of the Year Award**

The civilian member recognized as the most outstanding among peers in performance of duty throughout the year. Recipient must demonstrate a high degree of professionalism, dedication to duty, and high moral character.

D. **Supervisor of the Year Award**

The Supervisor recognized as the most outstanding among peers in performance of duty throughout the year. Recipients must demonstrate a high degree of professionalism, dedication to duty, and high moral character.

The emblem for the Supervisor of the Year Award will be a gold and white award bar with three blue stripes.

E. **Police Officer First Class of the Year Award**

The Police Officer First Class recognized as the most outstanding among peers in performance of duty throughout the year. Recipients must demonstrate a high degree of professionalism, dedication to duty, and high moral character.

The emblem for the Police Officer First Class of the Year Award will be a gold and white award bar with two blue stripes.

F. Officer/Investigator/Civilian Employees of the Quarter

Officer/Investigator/Civilian recognized for positive attitude, exemplary teamwork, consistent and superior performance with a high degree of self-initiated activity.

G. Don Clapper Volunteer of the Year Award

The volunteer recognized for their outstanding commitment and donation of their time to the Jupiter Police Department. The total number of hours provided will be a significant factor in determining the recipient of this award. Other factors to be considered include the quality of completed tasks and overall flexibility and availability. Volunteers from all assignments, including the Community Emergency Response Team (CERT) are eligible to receive this award.

12.1.4 CERTIFICATES OF AWARD

Certificates of Award, suitable for framing, will be issued to each recipient of a citation. The certificate will be issued by the Chief of Police and will bear the rank and name of the employee or citizen, a designation as to the type of citation, and a brief description of the facts relating to the incident that resulted in the citation being awarded. A copy of the Certificate of Award will be placed in the recipient's file.

12.1.5 WEARING OF AWARD BARS

- A. The white portion of any award bar (in Valor it is gold) will be worn towards the outside of the body.
- B. Members may wear their award bars in the manner described in General Order 9.7, Uniforms and Equipment.
- C. Members awarded an award bar from another law enforcement agency or from other established organizations and entities may wear the award bar if it is approved by the Awards Board. Non-departmental award bars must be of the same style as Jupiter Police Department award bars and, if worn, must be worn in the same manner as other Jupiter Police Department awards. This applies only to awards attained while employed by the Jupiter Police Department, not awards from previous employers.

12.1.6 PRESENTATION OF AWARDS

- A. The Chief of Police, in coordination with the Awards Board, will schedule the time and location of the Annual Awards Program, and determine presentation of all awards, as well as invitations to recipients and any special guests.
- B. Recipients of awards will initially be announced by Division Commanders or designees at a

shift briefing or other meeting they are attending along with their peers. Results of the quarterly Awards Board meeting will also be posted so that the recognition may be known in a timely manner.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 13.1 - Training Organization and Administration

Subject: Training Organization and Administration	Issued: 11/93
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 04/15
Signature: <i>Signature on File</i>	Revision #: 9

PURPOSE

The purpose of this General Order is to establish guidelines for the development, organization, and administration of agency training programs.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

Training is an important responsibility of any law enforcement agency. Effective training prepares members to act decisively and correctly in a broad spectrum of situations, and it reduces the agency's exposure to liability.

POLICY

Members will be provided training as mandated by the Criminal Justice Standards and Training Commission (CJSTC), Florida law, federal law, and agency policy.

13.1.1 ADMINISTRATION

- A. Training Function - The primary responsibility for training rests with the Training Coordinator. The Training Coordinator, with input from the Training Committee, will review, evaluate and update training programs to ensure that training is job related and conforms to current law and agency policy.
- B. The training function's responsibilities include, but are not limited to the following:
 - 1. Program Development;
 - 2. Instructor selection;

3. Training notification to members;
4. Record keeping;
5. Administration of the internship program;
6. Coordination of training with the Palm Beach State College, the Florida Department of Law Enforcement, and the Criminal Justice Standards and Training Commission.
7. Coordination of travel, per diem and lodging arrangements for agency members.

13.1.2 TRAINING COMMITTEE

- A. The Training Committee has been established for the purpose of enhancing the training program. Input from the Training Committee will ensure that training programs are relevant, current and effective.
- B. The Training Committee members will consist of the Training Coordinator and Bureau Majors or their designee, ensuring all agency components are represented. The selection and replacement of a member is contingent upon holding such position. Whenever a member is unable to attend the committee meeting, the member will designate a representative.
- C. The Training Committee will be chaired by and report to the Training Coordinator. The Training Committee will serve as a recommendation body to the training function.
- D. The Training Committee has the responsibility and authority to facilitate the Training Section in planning, developing, implementing, and evaluating agency training needs, as well as making recommendations from input gathered from those representing different agency components.
- E. At a minimum, the Training Committee will meet annually at the end of the yearly training cycle.

13.1.3 TRAINING AUTHORIZATION AND REIMBURSEMENT

- A. Training Requests - Any member who wants to attend any job related training course, while on or off duty, must submit a Specialized Training Request Form via the Chain of Command. Relevant brochures, class agenda, etc., must be attached to the request. Members who attend courses (other than college courses) while off duty do so at their own time and expense. The Chief of Police may authorize payment of expenses under exceptional circumstances. Approval must be obtained in advance.
 1. Each supervisor in the Chain of Command will determine whether the member is qualified to attend the course and if the training will benefit the Jupiter Police Department. The Chief of Police will make the final determination based on the

availability of funds and other factors.

2. Any supervisor who denies the request must document the reason(s) on the Specialized Training Request Form and forward the request to the next level supervisor. The Training Coordinator or his/her designee will route a completed copy of the form to the requestor, and file the original.
3. The Training Coordinator or his/her designee will process approved requests and make the class registration, travel, and lodging arrangements. The agency will pay travel expenses and per diem at the Town's rate. The Finance Department will issue checks in advance, when practical.

- B. Attendance Requirements - Members scheduled for training must complete all areas of the program. Members who do not attend scheduled training due to an authorized or unauthorized absence will be rescheduled for the next available training session, when practical. It is the member's responsibility to obtain approval from their supervisor or instructor, whichever is applicable, to be absent from class.

13.1.4 INSTRUCTOR QUALIFICATIONS AND SELECTION

- A. Qualified instructors are an essential element of any successful training effort. The Office of Professional Standards is responsible for the selection and monitoring of instructors for agency provided training. Jupiter Police Department instructors will meet the following criteria:
1. Be thoroughly knowledgeable, and possess the ability to instruct in the subject matter;
 2. Serve as an instructor intern in the subject matter;
 3. Be recommended by supervisors and staff.
- B. Agency instructors teaching CJSTC high liability topics will, at a minimum, meet CJSTC requirements for high liability instructors, except for completing the internship requirement and being affiliated with a training school.
- C. Outside instructors may be scheduled to teach courses based on special needs of the agency. These instructors will be selected based on experience; recommendations of other law enforcement agencies, schools, colleges, and universities; and their known skill and ability as instructors. Such instructors will comply with all agency training guidelines and may present topics of instruction that include, but are not limited to the following:
1. Law;
 2. Crisis Intervention;

3. Interpersonal relationships and stress;
4. Firefighting;
5. Psychology;
6. Health issues;
7. Management issues.

13.1.5 PROGRAM REQUIREMENTS

- A. Lesson Plan - A lesson plan is required for every agency provided training course. Lesson plans will serve as a guide to instructors and identify performance objectives for students. The guidelines and format for developing lesson plans will be consistent with CJSTC requirements. They will be submitted to the Training Coordinator for approval before the course. The Training Coordinator is responsible for ensuring that lesson plans:
1. Are developed based on current job related tasks;
 2. Contain statements of student performance objectives, at least one of which will state a testing method, written test, scenario application, or skill demonstration;
 3. Contain source references, when appropriate;
 4. Identify the content of the training program and specify the instructional techniques which will be employed. Instruction techniques may include, but are not limited to, conferences, field experiences, presentations, problem investigations, and simulations.
- B. Testing and Course Evaluation The instructor will use competency tests based upon performance objectives to measure participant knowledge and job related skills. The Training Coordinator must review all such tests before use.
1. Instructors will administer tests according to lesson plan requirements and score numerically for pass or fail grades. Written tests require a score of 75% to achieve a passing grade. Specific topics or certifications may require a different passing score, i.e., the American Heart Association requires a passing score of 84% for the CPR re certification program.
 2. Participants will evaluate each course for content, training aids, organization, instructor performance, and the need for expansion or cancellation of the course. Evaluations will be documented on an Instructor/Course Evaluation form that will be placed into the master course file.

13.1.6 RECORD KEEPING

- A. The Training Coordinator is responsible for maintaining accurate records of training presented and received by agency members. The information contained in these files is public record and will be released in conformance with Chapter 119, F.S. and General Order 22.1, Police Media Relations. Agency members will have access to this information as needed.
- B. Course documentation will include, but is not limited to the following:
 - 1. Course content;
 - 2. Rosters of attendees;
 - 3. Completed course and instructor evaluations;
 - 4. Completed tests or other student evaluation tools;
 - 5. Instructor notes used to document unusual occurrences during the course;
 - 6. Registration forms and signed waivers.
- C. Course certificates and other proofs of course completion will be maintained in individual training files for each member. The member is responsible for providing documentation of job related courses attended outside the Jupiter Police Department to the Training Coordinator following course completion, for placement in their training files.
- D. The Office of Professional Standards is responsible for notifying CJSTC of any course work that is eligible for mandatory retraining credits.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 13.2 - In-Service, Roll Call, and Specialized Training

Subject: In-Service, Roll Call, Specialized, and Remedial Training

Issued: 01/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 1/18

Signature: *Signature on File*

Revision #: 7

PURPOSE

The purpose of this General Order is to establish guidelines for Jupiter Police Department training programs.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department encourages all members to improve personal skills, knowledge and abilities necessary to accomplish the mission of the Department through education and training. In-service and career development training certified by Criminal Justice Standards and Training Commission (CJSTC) enables sworn members to maintain their State certification.

DEFINITIONS

In-Service Training - Training received by agency members to enhance skills, knowledge, and abilities. This may include specialized, promotional, advanced, or roll call training and/or periodic retraining.

Specialized Training - Training to enhance skills, knowledge, and abilities taught in either recruit or other in- service programs. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job specific subjects. (e.g., homicide investigation, fingerprint examination, juvenile investigations, etc.).

13.2.1 TRAINING SECTION DUTIES & RESPONSIBILITIES

The Training Section is responsible for conducting and coordinating departmental training

activities to include in-service, on the job, specialized, advanced, and periodic refresher training. Other responsibilities include:

- A. Coordinate Department personnel attending training programs provided by other criminal justice agencies and other criminal justice agencies' personnel attending training programs provided by the Department.
- B. Ensure training programs are available for police officers and civilians that comply with F.D.L.E. CJSTC training standards and Department needs.
 - 1. In-service training will cover mandatory retraining classes as required by CJSTC and will keep personnel up to date with new laws and technological improvements and revisions in Department policy, procedure, and regulations.
 - 2. All sworn officers will qualify annually with their duty, off duty, and/or back up weapons on an approved course conducted by a Department's Firearms Training Coordinator.
 - 3. All sworn officers will receive annual Response to Resistance training.
 - 4. All sworn officers will complete the department's annual in-service retraining program. The annual in-service training program will include legal updates and any training that the Training Committee determines to be necessary.
 - 5. The Training Section will be responsible for, but not limited to, the following:
 - a. The review and evaluation of the member's job task analysis will be considered in the development of the Department training program curricula, when necessary.
 - b. Will evaluate, update, and revise Department training programs as needed.
 - c. Designate the instructors for courses.
 - d. Will assist in budget preparation so training needs are met.

13.2.2 ORIENTATION TRAINING

All newly hired members will receive orientation training. This training will be conducted by the Training Coordinator, Field Training Officers, Section/Unit Supervisors, and/or the Human Resources Department. Orientation training will include:

- 1. A review of the agency's role, purpose, goals, policies, and procedures.
- 2. Working conditions and rules and regulations.

3. Member rights, responsibilities, and benefits.
4. Bloodborne pathogens training.
5. Police and people with disabilities training.
6. Accreditation

13.2.3 IN-SERVICE TRAINING

1. The Training Coordinator is responsible for the development, implementation and scheduling of all the in-service training programs. The program will consist of various courses of instruction relating to the law enforcement profession.
2. All members are required to attend any training courses for which they have elected to enroll or have been assigned to attend on duty time at the appointed date and time. Members will be informed in advance what materials and attire will be needed, and will arrive on time and have all materials, equipment, etc. required for participation in the training.
3. Members not scheduled to attend may request permission to attend from their Division Commander through their immediate supervisor and the chain of command.
4. To receive credit for the program, members must be present for 100% of the class time unless otherwise specified by the course of instruction.
5. Members may be excused by the Training Coordinator when:
 - a. The member is sick or injured, which prohibits attendance or participation.
 - b. The member's presence in court is required.
 - c. An emergency situation develops requiring the member's immediate attention.
 - d. When absence is excused by a Division Commander or Chief of Police.

6. Each member unable to attend the regularly scheduled training date will be rescheduled if possible, or will attend a make up class, if necessary.

13.2.4 ROLL CALL TRAINING

1. The roll call training program provides an effective means to update and review the skills, knowledge, and abilities of members between formal training programs. Roll call training for law enforcement officers and detectives should include the following topics:

- a. Agency mission, policies, procedures, rules and regulations;
 - b. Statutory or case law changes affecting law enforcement operations;
 - c. The functions of agencies in the local judicial system;
 - d. The exercise of discretion;
 - e. Interrogation and interview techniques;
 - f. Investigative or technological techniques or methods;
 - g. Evidence collection and preservation;
 - h. Report writing and records systems procedures and requirements;
 - i. Crime prevention policies and procedures;
 - j. Special operations and unusual occurrences;
 - k. Victim/witness rights and responsibilities
 - l. Any other topic deemed appropriate or necessary.
2. Materials - Roll call materials may include video presentations, lectures, seminars, or printed materials such as training bulletins.
 3. Coordination - Roll call training will be developed and implemented by shift/unit supervisors, Master Police Officers and Police Officers First Class. Trainers will coordinate roll call training through the Training Coordinator.
 - a. Trainers will structure roll call training to allow adequate time for the completion of training without interfering with the operational readiness of the agency.
 - b. The Training Coordinator will ensure that the roll call training is implemented and documented. The documentation may include attendance lists, written tests, or any other handout material used in the training. The documentation will be forwarded to the Training Coordinator for review and filing.
 4. Supervisory/Officer Role – Each supervisor is responsible for ensuring that the training meets the needs of the agency. Each supervisor and officer will actively participate in the roll call training program. Members may make suggestions for roll call training topics anytime, through their shift/unit supervisor.

13.2.5 REMEDIAL AND ADDITIONAL TRAINING

Remedial and additional training is available to members when performance deficiencies are identified through evaluation or observation. Minor deficiencies can be corrected through informal training or counseling sessions. Serious deficiencies should be reported to the member's Division Commander and addressed as follows:

1. Remedial training should be initiated upon discovery of the deficiency, but must be within 30 days;
2. If the required training is of an operational nature, the member's division will provide the training. If the training exceeds the division's resources, or the need is of an administrative or technical nature, the Training Coordinator will plan, administer, and document the training;
3. Training hours accumulated during remedial training will not be credited as training time necessary to complete the in-service training requirement;
4. Failure to participate in, or successfully complete a remedial training program may be considered failure to do a job function and be handled according to established disciplinary procedures;
5. Remedial training will be initiated for, but not limited to, the following job performance deficiencies:
 - a. Vehicle Driving Skills - Members who demonstrate poor driving habits, or are found "at fault" in crashes while operating police vehicles will receive remedial driving training.
 - b. Firearms Proficiency - Members must demonstrate proficiency with their primary service weapon. This is accomplished during the annual in-service training period. Failure to show proficiency will result in further training under the direction of a certified firearm's instructor (refer to General Order 1.7, Firearms).
 - c. Defensive Tactics/Impact Weapon Proficiency- Members must demonstrate proficiency in the response to resistance, use of defensive tactics, and their impact weapon biennially. This is accomplished during the annual in-service training period. Failure to qualify in either of these areas will result in further training under the direction of a certified defensive tactics/impact weapon instructor.
 - d. Cardiopulmonary Resuscitation (CPR) and First Responder Skills - This is normally accomplished during the in-service training period.

13.2.6 SPECIALIZED TRAINING

1. Policy - Specific training will be required for agency members in certain positions. Training will be provided based upon agency need for the specialized

skill or as the result of a job task analysis of the specialized position. Specialized training may include:

- a. Training that develops and/or enhances the skills, knowledge and abilities particular to the position.
 - b. Management, administration, supervision, personnel policies, and support services of the function or component.
 - c. Performance standards of the specialized position or component.
 - d. Agency mission, policies, procedures, rules and regulations, specifically related to the function or component.
 - e. Supervised on the job training.
2. All requests for training shall be documented on the Specialized Training Request form and submitted through the member's chain of command for approval. The Training Section must receive the approved Specialized Training Request form along with any related training course brochure, agenda, etc. at least 30 days in advance of the scheduled training course.
3. Supervisors will ensure that the training of members transferred or assigned to a specialized position is developed and implemented upon assignment or transfer. This training will be documented in the member's training and personnel files.
4. Specialized training will be provided for positions and assignments which require advanced instruction. These positions may require training before, or soon after assignment. Positions and assignments which require specialized training include, but are not limited to:
 - a. Traffic Enforcement/Motorcycle Officer
 - b. Traffic Homicide Investigator
 - c. K-9 Handlers
 - d. Hostage Negotiator
 - e. SWAT Team/Sniper
 - f. Marine Enforcement
 - g. All Terrain Vehicle (ATV)
 - h. Detectives
 - i. Instructors
 - j. Crime Scene Investigators
 - k. Crime Analysis
 - l. Master Police Officers
 - m. Police Officer First Class

- n. Bicycle Officer
- o. Underwater Recovery Team
- p. Evidence/Property Custodian
- q. Radar/Laser Operator
- r. Firearms Instructor/ Armorer
- s. NCIC/FCIC Operator
- t. Community Service Officer
- u. Voice Stress Analyzer/Operator
- v. Accreditation Manager
- w. Auxiliary/Reserve Police Officers
- x. Supervisor
- y. Crime Prevention Practitioner
- z. Professional Standards Investigator
- aa. Data Entry

5. All training attended by agency members in a specialized position will be documented. Copies of any materials used in the specialized training will be sent to the Training Coordinator for filing.

13.2.7 PROMOTIONAL TRAINING

All newly promoted personnel will receive job related training commensurate with their new duties. The training will take place either prior to or within the first year following promotion.

13.2.8 ADVANCED TRAINING

1. Training is essential for the professional growth of the individual, and should be continued throughout the law enforcement career. The Jupiter Police Department encourages participation in programs at an advanced level for all members. Management or staff level positions are also encouraged to participate in advanced training. The agency provides this through training centers such as:
 - a. The Federal Bureau of Investigation National Academy
 - b. The Southern Police Institute
 - c. The Florida Department of Law Enforcement Executive Institute
2. All requests to participate in any extended advanced training will be submitted to the Chief of Police, via the member's Chain of Command.


13.2.9 CIVILIAN TRAINING

1. All civilian employees will receive training in the department's role, purpose, goals, policies and procedures, working conditions, rules and regulations, responsibilities and the rights of the employee.

2. Specialized training will be given to civilians performing the following functions:
 - a. Community Service Officer
 - b. Crime Scene Investigators
 - c. Evidence Technician
 - d. System Support Specialist
 - e. Administrative Assistants
 - f. Crime Analysis
 - g. Community Emergency Response Team (CERT) on Patrol
3. All civilian employees will receive re-training as needed. Re-training may consist of policy and procedure updates, law updates, and/or updated skills in their area of responsibility. This re-training may be formal or informal.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 13.3 - Field Training and Evaluation Program

 Subject: Field Training and Evaluation Program	Issued: 01/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 4/18
Signature: <i>Signature on File</i>	Revision #: 5

PURPOSE

The purpose of this General Order is to provide training and evaluation standards for members of the Jupiter Police Department's Patrol Bureau.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

All newly appointed law enforcement officers are required to successfully complete an "on the job" Field Training and Evaluation Program (FTEP) designed to acquaint them with agency policies, procedures, rules and regulations.

DEFINITIONS

Police Officer First Class (PFC) - A Field Training Officer who is responsible for providing training to newly appointed police officers and serving as a role model, mentor, trainer, in-service instructor and informal platoon leader.

Trainee - A police officer in his/her first twelve (12) months of employment (probationary period) with the Town of Jupiter.

Training Coordinator - An officer or supervisor assigned to the Office of Professional Standards to coordinate and administer the Field Training and Evaluation Program.

13.3.1 OBJECTIVES

- A. The Field Training and Evaluation Program structure is intended to facilitate optimum use of training resources and personnel in a dynamic environment to provide:
 - 1. A solid foundation for a law enforcement career with the Jupiter Police Department.

2. Evaluation of each participant based on established guidelines to ensure training integrity, reliability, and objectivity.
 3. An accurate and complete record of each participant's progress based on observed performance and testing.
 4. Training based on individual needs.
- B. The goal of the Field Training and Evaluation Program is to produce qualified Police Officers. Since the consequences of a probationary officer's actions can be very serious, the Department has developed a program that allows for a continual evaluation of the trainee's performance under actual field conditions. Other objectives of the program include the following:
1. A court approved procedure, within EEOC guidelines, for dealing with affirmative action issues.
 2. Increased support for management and administrative policies.
 3. The possibility of negligent hiring, retention, training, and supervision issues are reduced.
 4. The cost of training is controlled, in that non qualified persons are not retained by the Department.
 5. Standardization of training and evaluation procedures is established.
 6. Supervisory skills are practiced by line personnel before promotion.
 7. Another career path is available to the line officer.
 8. Line officers become more involved in decision making, and work in a participatory environment.
 9. The trainee more quickly assimilates the job skills with PFC guidance.
 10. The PFC becomes a more capable, knowledgeable, and safer officer as a result of the role model responsibilities.

13.3.2 DUTIES AND RESPONSIBILITIES OF FIELD TRAINING OFFICERS

- A. The degree of success realized by any law enforcement agency is directly related to the caliber of training offered to its officers. To ensure new and inexperienced officers receive the highest level of training possible, certain police officers are selected by the Department to receive comprehensive specialized training and assignment as a PFC.

- B. A Police Officer designated as a PFC is an officer who, on the basis of leadership, ability, intelligence, temperament, and demonstrated professional conduct, is entrusted with the task of providing the initial field training to trainees. This position includes all the duties and responsibilities normally assigned to a Police Officer in the Patrol Bureau.
- C. The Field Training and Evaluation Program is a management responsibility of the Training Coordinator.
- D. The Office of Professional Standards Commander will be responsible for administering the selection process for PFCs according to the guidelines provided in General Order 9.12, Career Officer Program.
- E. The Training Coordinator will conduct periodic PFC training meetings, which active PFCs will attend, in order to address training issues and review current training procedures.
- F. PFCs and their trainees will adhere to all program objectives, guidelines, and mandatory conduct and rules set forth in the Field Training Manual. Violation of these policies could result in disciplinary action, to include removal from the FTEP.

13.3.3 PROGRAM STRUCTURE

- A. Upon employment, following the completion of the basic law enforcement training mandatory for State of Florida certification as a law enforcement officer, the trainee will be temporarily assigned to a PFC in the Patrol Bureau. The trainee will then begin a minimum of a fifteen week training program consisting of five phases and assignments to various special units.
- B. **ORIENTATION TRAINING** - During the trainee's first two weeks, he/she will be assigned to the Training Coordinator for orientation training. Orientation training will include administrative topics and the agency's policy and procedure system. The trainee will be instructed on the Department's Response to Resistance policy, and trained in the use of his/her firearm, baton, O.C. spray, defensive tactics, AED/CPR, and body worn camera system. The trainee will not be in uniform during this first two weeks of training.
- C. **TACTICAL PHASE** - Following the orientation training, the trainee will be assigned to the Tactical Phase for two weeks. The trainee will be in uniform and assigned to a designated instructor who has tactical knowledge and experience to train on building searches, felony stops, crowd control, and liability scenarios.
- D. **PHASE 1** - During Phase I, the trainee will be in uniform and assigned to a PFC. The trainee will be assigned to this PFC for a minimum of three weeks. During this phase, the trainee will be instructed in basic patrol procedures, radio techniques, rules and regulations, policy and procedure, and geographic orientation and familiarization. This phase is primarily designed for observation of the job, the field environment, and operation/expectations of the FTEP.

- E. **PHASE 2** - The trainee will be assigned to Phase 2 for a minimum of five weeks. Phase 2 is primarily designed for instruction in Officer Safety, Response to Resistance/Control of Persons, Vehicle Stops/Traffic Enforcement, Crash Investigations, and the Response and Investigation of Complaints. The trainee will act primarily as an observer with the PFC leading in the performance of most tasks, and demonstrating how they are done. Police duties performed by the trainee will be under the close supervision of the PFC. The trainee will be encouraged to participate in any tasks for which they are ready. Probationary officers with prior experience will be allowed and encouraged to participate sooner.
- F. Trainees will not drive the police car until the start of the fifth week of training. The Training Coordinator may make specific exceptions to this rule. PFCs will ensure that the trainee has been instructed in and has a clear understanding of the General Order 15.3, Vehicle Pursuit and Response to Calls.
- G. **PHASE 3** - The trainee will be assigned to Phase 3 for a minimum of five weeks. Phase 3 is primarily designed for instruction in specialized areas of police work, such as Death Investigations, Arrest Procedures, Search and Seizure, DUI Procedures, Evidence Handling, and Legal Process. The trainee will be expected to act in more of a primary role, but will continue to receive instruction from the PFC.
- H. **PHASE 4** - The trainee will be assigned to Phase 4 for a minimum of three weeks. Phase 4 is primarily designed for the PFC to observe and evaluate the trainee's skills as a solo patrol officer. The trainee will be required to display his/her proficiency at performing the duties of a solo patrol officer. The trainee must achieve minimally acceptable ratings in all observed categories during this phase.
- I. If feasible, trainees will be rotated to different PFCs during each phase of the FTEP.

13.3.4 TRAINING FOR PREVIOUSLY EXPERIENCED OFFICERS

- A. Jupiter Police Department recognizes the value of officers with previous experience. They have been exposed to the rigors of solo officer patrol and have demonstrated a certain proficiency in uniform patrol duties. To be considered "previously experienced" for the purposes of the Field Training and Evaluation Program, the officer must have a minimum of one year of experience with another agency as a solo patrol officer. The experience must have been within one year of the hire date. Each officer is reviewed to ensure proper training.
- B. Officers with previous experience are placed in the FTEP for evaluation of their skills as a solo patrol officer based on the Standard Evaluation Guidelines as minimally acceptable. Emphasis will be placed on orientation to the Jupiter Police Department, Town geography, radio procedures, indoctrination to the Jupiter Police Department and Town policies, rules, regulations, and procedures. Officers that qualify as previously experienced may be accelerated through the FTEP, but must complete a minimum of eight weeks in the FTEP. The Training Coordinator may make specific exemptions to this rule.

- C. Officers will be rated each day using the DOR. The officer must achieve minimally acceptable ratings in all observed categories by the end of the training period. They must complete the entire Field Training Manual and successfully pass interval testing.
- D. If at anytime during the training program the PFC determines that the skill level and experience of the officer are not commensurate with the expectations for the previously experienced officer training, the officer will be cycled into the full training program.

13.3.5 TRAINING AND EVALUATION

- A. Daily Observation Reports (DOR) will be completed electronically by the PFC on a daily basis. This report is designed to evaluate the trainee in all performance categories using a 1-5 numeric rating system consisting of: One = Unacceptable, Three = Acceptable, and Five = Superior with the option of scoring in between any of these rating categories. The PFC will comment on daily performance for areas of Least Acceptable and Most Acceptable Performance, Remedial Training, and Additional Comments, if necessary.
- B. PFCs will strictly adhere to the Standard Evaluation Guidelines, contained in the FTO Training Manual, when rating the trainee's performance in each category of training. This is to ensure that each trainee is rated on the facts concerning his/her performance. Remedial training efforts can be developed and instituted to improve any areas of weakness and correct deficiencies.
- C. If a trainee believes that a specific order or instruction is improper, or an evaluation is not fair, he or she will discuss it first with their PFC. If the trainee is not satisfied, he/she will ask for a meeting with the Training Coordinator and/or the Office of Professional Standards Commander.
- D. DORs will be forwarded to the Training Coordinator and kept electronically in each trainee's respective tracking folder. Any deficiencies in performance by the trainee will be immediately addressed by the PFC and/or the Training Coordinator. Upon completion of the trainee's assignment to the FTEP, the DORs and Field Training Manual will be forwarded to the Training Coordinator and maintained in the officer's permanent electronic training file.
- E. The End of Phase Evaluation Summary and PFC Critique Form will be forwarded through the Chain of Command for review at the conclusion of each phase of training, and returned to the Training Coordinator.
- F. The Field Training Manual will be completed in its entirety before recommending a trainee for release from the FTEP. Each category will be dated and initialed, indicating that the procedure or policy was instructed/explained or practiced/tested.
- G. Following successful completion of the Field Training and Evaluation Program, the probationary officer will be assigned to the Patrol Bureau, where he/she will complete their one (1) year probationary period.

- H. The officer will be evaluated by a Shift Supervisor using the Probationary Monthly Evaluation Report. This report is designed to evaluate the officer's performance periodically, using job related, nondiscriminatory measures and procedures.
- I. Members may contest performance evaluations with their applicable training officer by attaching a written memorandum to the Daily Observation Report. Probationary Officers may not utilize the Grievance Procedures outlined in the PBA Contract (Article 32) or the Town Personnel Code (Section 10) to contest these performance evaluations.
- J. Upon completion of the probationary officer's one year probationary period and all required entry level training, the Supervisor will complete a Town of Jupiter Performance Review for Non Exempt Employees, before the officer is appointed to a permanent status. The monthly evaluations and information obtained from the probationary officer's supervisors will be used to complete this evaluation.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 13.4 - College Tuition Reimbursement**

Subject: College Tuition Reimbursement	Issued: 06/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 03/19
Signature: <i>Signature on File</i>	Revision #: 4

PURPOSE

The purpose of this General Order is to establish tuition reimbursement guidelines for college level course work.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will provide financial assistance for tuition to members seeking approved college degrees according to this policy, funds permitting.

DEFINITIONS

Qualifying Educational Coursework: - Coursework, or established program curriculum coursework, in pursuit of a degree or advanced degree in an area of study that will be of value to the Town; provided by community colleges, state universities, private colleges or universities, or other educational facilities accredited by the State of Florida, Department of Education, or accredited by other states.

Reimbursable Tuition Rate: - An amount per credit hour equal to the current public institution rates for either Palm Beach State College for Associates Level courses or Florida Atlantic University for Bachelors and Masters Level courses.

13.4.1 ELIGIBILITY AND APPROVAL

- A. **Member Eligibility:** The program is available to full-time employees who have satisfactorily completed their probationary period and have been employed for twelve (12) continuous months immediately preceding the first day of class for which reimbursement is requested, with the advance approval of the Chief of Police.
- B. **Degree Program Selection and Approval:** - The Application for Educational Reimbursement Form and a copy of the proposed course curriculum must be pre-approved, in writing, by the Chief of Police no later than thirty (30) calendar days prior to the course beginning date.
1. The Human Resources Director will determine if the program is relevant to the member's job assignment, career path, and the needs of the agency.
 2. The program is subject to pre-approval by the Chief of Police and the Human Resources Director, and budgeted funds being available.
 3. Once approved, the member will not pursue college courses outside the program without prior approval from the Chief of Police.
 4. Requests will be limited to five (5) courses per fiscal year/per employee, and subject to availability of funds budgeted for that fiscal year on a first come, first served basis.

13.4.2 REIMBURSEMENT PROCESS

- A. Upon conclusion of the semester, the member must submit to the Human Resources Director the following:
1. The original, pre-approved Application for Educational Reimbursement form.
 2. A copy of the employee's final course grade(s).
 3. A copy of expense receipts for tuition.
- B. Educational reimbursement requests will be processed and forwarded to the employee within thirty (30) days following the Human Resources Director's receipt of grades and expense documentation.
- C. Reimbursement under the Educational Assistance Program is non-taxable, up to the maximum allowed, pursuant to the Internal Revenue Code, Section 127.
- D. Educational reimbursement will be made only to employees who are on paid status in the payroll system when payment is due.

E. No reimbursement will be made to employees where the tuition, lab fees or registration fees are covered under benefits from Veterans Administration or any other program.

F. Reimbursement amount:

<u>1. Grade Received</u>	<u>Amount Reimbursed</u>
A	100%
B	100%
C	75%
D	0%

G. Should the educational institution offer a pass/fail grading system which may be selected at the student's option, the Town will pay 75% for a pass and 0% for a fail. Should the educational institution's grading method be only a pass/fail system, the Town will pay 100% for a pass and 0% for a fail.

13.4.3 SEPARATION OF EMPLOYMENT

A. Employees voluntarily leaving employment from the Town shall repay the Town for the amount of the reimbursements received in accordance with the procedures as outlined in the Collective Bargaining Agreement or Town policy HRM - 6.11.01 - Educational Assistance Program, whichever is applicable.

B. Repayment will be made by the employee through payroll deduction from the final payroll or payout to the employee. If a balance remains due to the Town, the employee will make repayment arrangements through the Finance Department.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 13.5 - Intern Program

Subject: Intern Program

Issued: 01/95

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 06/99

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish guidelines governing the process and activities of university/college/high school students seeking course credit through observation, experience, and "hands on" training with the Jupiter Police Department.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

Knowledge can be enhanced through an experientially applied dimension by being a participant and student in a law enforcement agency. Formal interaction, acceptable by both the affected student and the Police Department, can be advantageous to both the community and potential placement as perspective employees.

13.5.1 INTERN PROGRAM PROCEDURES

- A. The Training Coordinator or a designee is responsible for coordinating the Intern Program. The coordinator will work with the educational institution to help the enrolled student complete their internship required for graduation. The coordinator will complete the following procedures:
1. Confirm the requirements of the internship program with the affected institution by obtaining a letter from the institution's Director of Internship;
 2. Arrange for the Intern to complete an "Intern Personal History Questionnaire" and provide a copy of his/her driver's license or other positive identification. Photograph and fingerprint the Intern, process the application, and complete background investigation;

3. Conduct an agency orientation with the Intern;
4. Prepare an attendance schedule, arrange for the Intern to ride/observe agency components, and distribute evaluation forms to component supervisors;
5. Monitor the Intern's progress throughout their internship.

Note: *A summary of the Intern's activities and daily evaluations will be sent to the educational institution only upon request from the educational institution.*

- B. Component supervisors will arrange for the Intern to observe the component's functions. The supervisor or his designee will complete and forward Intern evaluations to the Training Coordinator.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 13.6 - Non-Certified Police Officer Academy Sponsorship

Subject: Non-Certified Police Officer Academy Sponsorship Program

Issued: 05/01

By Order Of: Frank J. Kitzerow, Chief of Police

Revised:

06/13

Signature: *Signature on File*

Revision #: 4

PURPOSE

The purpose of this General Order is to establish the Criminal Justice Academy Sponsorship program as an employment incentive to reward recruits who wish to achieve their individual career goals in law enforcement with the Jupiter Police Department. To establish eligibility guidelines, benefits, pay levels and penalties for non compliance with this program. Also, it is to outline the relationship between the Jupiter Police Department and the Palm Beach Community College Criminal Justice Academy.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will provide career achievement assistance to Police Officer candidates who seek employment with the Town, as Police Officers, through the use of a Criminal Justice Academy Sponsorship program.

DEFINITIONS

CJSTC - Criminal Justice Standards and Training Commission, the agency created by statute to administer all activities and functions of Law Enforcement training, standards, and certification in the State of Florida.

Region XII - One of sixteen administrative regions in the State. Region XII includes all Law Enforcement Agencies within Palm Beach County.

Region XII Training Commission - a body of law enforcement and training professionals representing agencies within the region. The Council approves and disburses State funds for

training and approves training to be conducted by the Region XII Criminal Justice Academy.

Region XII Criminal Justice Academy - The basic recruit curriculum as mandated by statute and administered by CJSTC.

13.6.1 ELIGIBILITY GUIDELINES

Police Officer Candidates & Academy Recruits sponsored to participate in a Criminal Justice Academy must meet the following requirements in order to apply for this program.

- A. Complete a Town of Jupiter Police Officer employment application.
- B. Meet all of the minimum requirements established by the Town of Jupiter's Human Resources Department for administering the employment application process, and the requirements contained in the Jupiter Police Department's General Order 9.2, Application and Selection Process.
- C. Successfully complete and pass the Jupiter Police Department's comprehensive background investigation, physical/drug screening, psychological and truth verification (CVSA) examinations.
- D. Pass the Criminal Justice Basic Abilities Test which is required for successful enrollment in the Criminal Justice Academy.
- E. Passing score on physical agility from the Criminal Justice Academy.

13.6.2 REGION XII CRIMINAL JUSTICE ACADEMY

- A. The Region XII Criminal Justice Academy, located at the Palm Beach State College, is the State certified training academy for Palm Beach County. In accordance with Chapter 943, Florida Statutes and procedures for CJSTC, all police recruit training is conducted by State certified centers only.
- B. The Training Coordinator is responsible to provide liaison support to the academy whenever possible.
- C. The formal process for providing input to the Criminal Justice Academy is through participation in the Region XII Training Council as required by CJSTC policy.
- D. There are times the Criminal Justice Academy may request the Department provide instructors for their programs. Only adjunct instructors with the Criminal Justice Academy may instruct there and they must do so on their own time within the guidelines of General Order 9.1, Off Duty and Extra Duty Employment.
- E. The Criminal Justice Academy may use Jupiter Police Department facilities only upon prior approval by the Chief of Police.

- F. General arrest techniques, traffic related reports and arrests, use of force, and deadly force are taught at the Criminal Justice Academy. Specific policies, procedures, rules, and regulations are taught to every recruit after completion of the academy during the Field Training and Evaluations Program.

13.6.3 SALARY & BENEFITS

Academy recruits enrolled in the program will receive the following benefits:

- A. Academy Recruits in the training sponsorship program will receive an initial annualized base salary as determined by the Human Resources Department, and the normal employee benefits as approved by the Town Council.
- B. Upon enrollment in the Criminal Justice Academy, the Town of Jupiter will pay the associated cost of all fees, uniforms, and books for the Academy. Applicants are responsible for payment of C.J.B.A.T. and physical agility tests.
- C. Upon graduation from the Criminal Justice Academy and successful completion of the State of Florida Police Officer Certification Examination, the sponsored recruit will be reclassified as a certified Police Officer and receive an increase to the starting salary for a Police Officer as specified in the current Police Officer's collective bargaining agreement (PBA Contract) with the Town.
- D. Prior to certification, recruits will not contribute to or participate in the Jupiter Police Officers' Retirement Plan. However, mandatory participation is required upon receipt of certification and reclassification as a Police Officer.
- E. The fee for the State of Florida Law Enforcement Examination only will be paid once by the Department.
- F. For persons hired by the Police Department and enrolled in the Criminal Justice Academy, it will be the policy of the Department to appoint the recruit to a probationary status. However, the one (1) year probationary period sworn officers must serve begins when the officer is sworn in, not when they begin the Criminal Justice Academy. This date will also serve as the seniority date.
- G. The fact that Department recruits are trained by the Region XII Criminal Justice Academy does not relieve the Department of liability regarding the recruit.

13.6.4 COMMITMENT

Police Officers in this program must comply with the following commitment:

- A. The Criminal Justice Academy Recruits and Candidates must execute an employment agreement prior to starting the Academy, agreeing in writing to a two (2) year employment commitment. The effective date of this commitment will be the date of commencement of

employment as a Non Certified Police Officer.

- B. Termination by the Criminal Justice Recruit from the Criminal Justice Academy under any circumstances will require a reimbursement of the training sponsorship program and all associated costs paid by the Town.
- C. If the Police Officer ceases employment under any circumstances, they will be required to reimburse the training costs and all fees paid by the Town.

13.6.5 OTHER PENALTIES

- A. Academy recruits who terminate their participation in the Criminal Justice Academy or fail the program for any reason are required to reimburse the Town for all monies and fees paid by the Town.
- B. Non Certified Police Officers who fail to achieve State Certification within the three opportunities allowed to pass the state exam will be terminated and be required to reimburse the Town for monies and fees paid during their Criminal Justice Academy.

13.6.6 ACADEMY GRADUATION

Prior to the completion of the Criminal Justice Academy, recruits will not be assigned to any capacity in which the recruit is allowed to carry a weapon or is in a position to make an arrest.

All recruits will receive a General Orders manual upon date of hire. This manual fully describes the Department's policies, procedures, rules, and regulations. Upon successful completion of the Criminal Justice Academy, all recruits will enter into the Department's Field Training and Evaluation Program. It will be the responsibility of the Field Training Officers to train the recruit in the contents of the General Orders manual.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 14.1 - Employee Performance Evaluation**

Subject: Employee Performance Evaluation	Issued: 11/98
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 8/18
Signature: <i>Signature on File</i>	Revision #: 7

PURPOSE

The performance evaluation process provides a method for monitoring job performance and expectations based upon established standards and objectives for each position. It also provides a means for: (1) communicating goals and objectives of the Town to employees, (2) encouraging ongoing dialogue between the supervisor and employee, (3) rewarding employees for performance, (4) motivating employees to improve their performance (5) assisting employees in reaching both professional and personal goals, (6) encouraging employees to take ownership of their work, and (7) assisting employees in aligning themselves with the organization's core values.

- A. The employee performance evaluation system has been designed to allow the following objectives to be met:
1. To produce a highly trained and motivated employee who is capable of meeting or exceeding performance standards.
 2. To provide equal, standardized training to all newly hired employees. To identify any remedial or standardized training needed.
 3. To build on the knowledge developed by the employee, thereby creating an environment where the employee may develop new skills and an increased proficiency in those areas where deficiencies or weaknesses are noted.
 4. To improve the Department's screening process by providing on the job observations of each employee's performance, to foster fair and impartial personnel decisions.

5. To maintain the established appraisal system, which is valid and job related, using a standardized and systematic approach to the documented measurement and recognition of individual performance according to prescribed guidelines.
6. To provide a medium for personnel counseling, so that career paths may be established, and qualified employees may be afforded the opportunity to develop leadership skills, receive specialized training, or advance career development.
7. To help facilitate proper decisions regarding probationary employees.
8. Ultimately, to increase the overall efficiency and effectiveness of the Department by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement.

SCOPE

This General Order applies to all regular full-time and regular part-time employees.

POLICY

All full-time and part-time employees will receive an annual performance evaluation. Performance evaluations will measure how the employee's job responsibilities were performed during the course of the year and allow for both supervisor and employee observations and feedback of overall performance.

14.1.1 FREQUENCY OF EVALUATIONS

- A. Newly-hired civilian personnel will be evaluated quarterly from their date of hire until the six month point in their employment. A six month evaluation will be conducted at this time and employees who have demonstrated acceptable performance will pass their probationary period and be considered a regular, non-probationary employee.
- B. Newly-hired sworn employees will be evaluated throughout the Field Training Officer program using:
 1. Daily Observation Reports
 2. Bi-Weekly Evaluations
 3. End of Phase evaluations
- C. Upon their release from the Field Training Officer program, sworn members will be evaluated monthly by their shift supervisor. Upon completion of the one year probationary period, an annual evaluation will be conducted using the Town's Employee Annual Performance Review Form. Employees who have demonstrated acceptable performance will pass their probationary period and be considered a regular, non-probationary employee.

- D. Employees promoted to a higher level position will also serve a six-month probationary period, and will discuss expectations mutually with their supervisor upon promotion. Promoted employees will be evaluated at three months and six months after promotion, and if their six-month evaluation meets expectations or higher, will pass their probationary period.
- E. All non-probationary employees will receive an annual evaluation using the Town's Employee Annual Performance Review Form on the annual anniversary of passing their probation, or the annual anniversary of their last promotion, whichever applies.

14.1.2 PERFORMANCE EVALUATION COMPONENTS

- A. The major components of the annual performance evaluation will be as follows:
 - 1. **Section 1:** this section is required for all full-time and part-time employees and will evaluate employees in the following areas:
 - a. **Communication** - Employee effectively communicates, using the appropriate means to their specific position, in ways that enhance productivity both internally and externally.
 - b. **Teamwork** - Employee demonstrates the ability to get along with others both internally and externally and participates in group processes.
 - c. **Innovation** - Employee uses innovative, out of the box thinking to achieve results.
 - d. **Integrity** - Employee is transparent in all government activities.
 - e. **Engagement** - Employee displays value and treats others with respect, positive encouragement, support, trust, and honesty.
 - f. **Customer Service** - Employee represents the town in a positive and professional manner both internally and externally.
 - g. **Problem Solving** - Employee demonstrates the ability to analyze situations and uses logic and good judgement to provide solutions.
 - h. **Job Skills and Knowledge** - Employee demonstrates an acceptable level of knowledge, skills, techniques, and methods to perform the functions of their job.
 - i. **Safety** - Employee utilizes safety techniques, skills, and equipment in a manner consistent with their training and Town policies.
 - j. **Conflict Resolution** - Employee demonstrates the ability to maintain their

composure and utilize effective methods to diffuse confrontational situations both internally and externally.

2. **Section 2** – this section is only required to be completed for supervisory employees in addition to section 1, and will evaluate supervisors in the following areas:

- a. **Financial Management** - Supervisor manages controllable costs in alignment with the Town's goals and objectives. Supervisor consistently looks for new ways to deliver Town Services in an efficient and cost effective manner
- b. **Employee Development** - Supervisor demonstrates a leadership style that inspires others to follow by empowering employees, fostering innovation and creativity and setting examples consistent with the Town's vision and goals
- c. **Project Management** - Supervisor demonstrates the ability to take on projects and complex tasks while effectively applying available resources to attain successful results.

3. **Supervisor Comments** – this section is required for all full-time and part-time employees and allows supervisors to make any comments pertaining to the ratings provided in the evaluation.

B. Ratings in sections 1 and 2 of the evaluation form will be one of the following:

1 = Unacceptable Performance - Employee performs at a level that does not meet expectations or standards.

2 = Needs Improvement- Employee performs at a level that needs improvement or is inconsistent.

3 = Meets Expectations - Employee that performs at a level that consistently meets all job expectations and standards.

4 = Exceptional - Employee that performs at a level that consistently exceeds the normal job expectations and standards.

5 = Benchmark - Employee that is highly skilled and performs at a level that is always exceptional and rarely is achieved by others.

- 1. The ratings from both sections will be averaged to result in one performance review score for the entire evaluation
- 2. The resulting score will be placed in the Performance Review Score section at the top of the Annual Performance Review Form.

C. All department heads and supervisors are responsible for conducting performance evaluations of employees under their direct supervision.

- 1. Non-probationary officers will be evaluated annually on their anniversary using the Town's Performance Appraisal System.

2. Probationary officers will be evaluated monthly until the end of their probation. At the conclusion of the year probationary period, officers will be evaluated using the Town's Performance Appraisal System.

14.1.3 PROCEDURES FOR PERFORMANCE EVALUATIONS

- A. Performance evaluations may be utilized for awarding pay-for-performance pay increases. The amount of pay increase resulting from the evaluation will be established by the Town Manager, and approved annually through the budget process. Employees who are at the maximum of their pay range will receive any pay-for-performance increase in a lump sum.
- B. Under the direction of the Town Manager, all department directors and supervisors will be responsible for conducting performance evaluations mutually with the employees under their direct supervision.
 1. The person conducting a performance evaluation mutually with an employee will be the employee's supervisor who has knowledge of the work of the employee or is the one most closely acquainted with the employee's work performance.
 2. If an employee is directly supervised by more than one supervisor (i.e. the employee works in more than one division/ department, or is supervised by a team of supervisors), all direct supervisors will have input in the evaluation.
 3. All input in evaluations will be objective, and will not be based on favoritism, cronyism, or retaliation.
- C. The evaluation will be reviewed and approved by the employee, direct supervisor, and department director.
 1. The Manager of Human Resources and Risk Management will also review all evaluation forms after they have been completed and discussed mutually between the employee and supervisor.
 2. Employees and supervisors will sign the evaluation form, and write comments in the appropriate area of the evaluation form.
- D. Rater's Responsibilities
 1. Each employee will be counseled at the conclusion of the rating period concerning the following areas:
 - a. Results of the performance evaluation just completed.
 - b. Level of performance expected, rating criteria or goals for the new rating period.

- c. Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position.
2. All written performance evaluations are completed and signed by the employee's immediate supervisor (the evaluation rater).
3. All evaluations are based on performance for the specific period time the evaluation specifies (i.e., daily, bi weekly, monthly, bi monthly, annually, etc.).
4. The rater will appraise the employee's performance in specific categories based on the job position classification held during the rating period.
5. Raters will substantiate ratings which are at the unsatisfactory or outstanding levels with written comments. Employees will be advised of any areas that need improvement and methods to improve his/her performance.
6. Once the rater has completed the evaluation, it will be submitted to the rater's immediate supervisor (the reviewer), who will sign and review it.
7. When an employee's job performance falls below the established standards of the job, the rater will, as soon as practical but not less than ninety days prior to the end of the rating period, advise the employee in writing in order to provide an opportunity for the employee to improve his/her performance.

E. Employee's Responsibilities

1. The employee will be given the opportunity to meet with the rater and sign the completed performance evaluation to indicate the employee has read it.
2. The employee may submit a written statement (due within 5 days from the date of the review) for any ratings or comments in which there were significant disagreements between the employee and the rater.
3. Employees wishing to appeal their evaluation will utilize established grievance procedures.
4. If the employee wishes to contest their evaluation but does not want to grieve it, they may submit their written statement within 5 days from the date of the review. All contested evaluations will then be reviewed by the rater's reviewer and applicable Chain of Command.

14.1.4 DISTRIBUTION OF EVALUATIONS

- A. Performance appraisal forms are located on the Town of Jupiter intranet under the Department of Human Resources and forwarded to the appropriate

Supervisor for completion. Once completed, the evaluation will be reviewed by the Department Head and forwarded back to the Human Resources Department. The employee will then be provided with a copy of the evaluation.

- B. Any attachments will be copied and attached to the employee's copy. All originals will be maintained in the employee's personnel file by the Department of Human Resources and retained per Florida General Records Retention Schedule.
- C. Performance Reviews may be used to determine member retention, training needs, promotion or career advancement potential, and job effectiveness.

14.1.5 RATER TRAINING

- A. Training in the field of performance evaluations and the importance of these evaluations will be provided to all Supervisors as a part of ongoing management training programs.
- B. Performance Management Process
 - 1. **Make standards known** by reviewing standards with employees.
 - 2. **Observe and monitor** performance and behavior throughout the year.
 - 3. **Store information** by documenting facts and events throughout the year.
 - 4. **Prepare evaluation** after reviewing records and seeking input from employee.
 - 5. **Communicate the evaluation:** Praise good work and warn of areas below standard.
 - 6. **Set goals:** Seek employee input and follow-up.
- C. Rules of Record Keeping/Helping Suggestions
 - 1. Keep records on all employees regardless of past performance.
 - 2. Record facts and events, not perceptions or opinions. Document substandard and superior performance.
 - 3. Write all comments in behavioral language which describes actions, results, or outputs.
 - 4. Document information while it is fresh in your memory.

5. All entries are official records and belong to the Town. The records are confidential and you have to a duty to safeguard them form unauthorized persons. Remember, you may need to produce them if your evaluation is challenged. The employee has a right to review them at any time. Do not use language which could indicate bias. Records may become public at some point so don't write anything which will embarrass you or prejudice your case in possible future litigation or challenges.
6. Records may be destroyed after the evaluation period if no serious problem exists. It is recommended they be retained for a minimum of three years if a problem exists.
7. Follow up on all substandard performance entries. Make referrals for additional training and monitor progress. Schedule follow-up meetings with employee to discuss progress and direction. Document all actions taken in the meeting.

D. Preparing and Communicating the Evaluation

1. Review standards/ position description and employee records.
2. Invite employee to do self-appraisal.
3. Use non-threatening body language and encourage employee to discuss goals, accomplishments, and areas in need of improvement.
4. Use open ended questions to encourage participation.
5. Encourage employee to take ownership of goals. Be specific as to how, when, and why goals will be reached.
6. Ensure employee understands the reason(s) for each mark on the evaluation and the appeals process.
7. If an employee considers a mark unfair, discuss it openly. Don't be afraid to change it (but don't change it unless you're convinced).
8. End on a positive note. Summarize and set follow up dates.
9. Make notes as soon as interview ends.

14.1.6 EMPLOYEE RIGHT OF APPEAL

- A. If employee feels an evaluation is inaccurate or unfair, they should discuss it with their supervisor. If not satisfied, the employee should appeal under established grievance procedures (**Personnel Regulation 10 - Grievance**

Procedure or General Order 10-1, Grievance Process).

- B. **If employee refuses to sign evaluation, advise them their signature is not an agreement to the evaluation, it is an acknowledgement they have seen and read the evaluation.** Signing the evaluation will not affect their right of appeal. If employee refuses to sign, **"REFUSED TO SIGN"** will be noted on the employee signature line.

14.1.7 NEGATIVE DETERMINATION

- A. Notify employee in writing – state reasons and if appropriate improvements in performance or behavior are required to qualify for merit increase.
- B. Provide notice no later than 90 days before evaluation due date (unless finding is caused by events which took place after that date).

14.1.8 CAREER DEVELOPMENT

- A. Supervisor Responsibilities

Review with employee (at least annually during evaluation review) all opportunities of career development.

1. Promotion to Supervisor
2. Master Police Ofc./Police Ofc. First Class
3. Traffic Enforcement/Motorcycle Officer
4. Traffic Homicide Investigator
5. Criminal Investigations Section
6. Bicycle Patrol
7. K-9 Officer
8. Street Crimes Unit
9. CVSA Operator
10. SWAT Team/Hostage Negotiator
11. Department Instructor
12. Public Information Officer
13. Neighborhood Enhancement Team
14. Recruitment/Hiring
15. Beach Unit
16. Marine Unit
17. Community/Youth Outreach Unit
18. Strategic Response Team
19. Assignment to Organized Task Force

- B. In-Service Training

1. Opportunity for enhancing and furthering job related training is available through the Institute of Police Technology and Management, P.B.C.C. Criminal Justice Institute and the Institute of Public Safety through Broward County.
2. Training announcements are distributed through e-mail to department members.

14.1.9 COUNSELING

- A. Performance infractions are deficiencies identified by the immediate supervisor and do not involve a third party. These deficiencies should be identified immediately.
 1. Minor infractions should be documented upon occurrence.
 2. More serious infractions should be documented on an Officer Advisory Report.
 3. Counseling/discipline documentation will be retained per Florida General Records Retention Schedule
- B. In situations which require a more formal route of documentation and discipline, it is necessary to complete a request via memorandum for an Administrative Inquiry or Internal Affairs Investigation. Each first line supervisor should be able to determine which route is necessary and if in doubt, seek guidance from their supervisor.
- C. Officer Advisory Report

An Officer Advisory Report is considered an instrument in managing personnel from day to day. An OAR is a documented discussion between a Supervisor and subordinate in which the subordinate's behavior and necessary improvements are brought to their attention. OARs are generally used after informal supervisor-subordinate communications, (i.e., "coaching") has failed to produce the desired results. Counseling sessions should be held on a positive note, and be correctively advisory in nature.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.1 - Uniform Operations and Calls for Service

Subject: Uniform Operations and Calls for Service	Issued: 01/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 10/18
Signature: <i>Signature on File</i>	Revision #: 4

PURPOSE

The purpose of this General Order is to provide guidelines which govern the operation of the Patrol Bureau.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

It is the policy of the Jupiter Police Department to provide the best possible patrol service to the community. The primary function of the Patrol Bureau is the protection of life and property through accepted methods of criminal opportunity reduction.

15.1.1 PREPARATION FOR PATROL

- A. All members of the shift coming on duty will report to the Briefing and Training Room, fully equipped, at the scheduled time of their shift.
- B. The Shift Supervisor responsible for briefing will report for duty fifteen minutes prior to the scheduled shift, to properly receive and review pertinent information and make themselves aware of previous activities occurring during their absence.
- C. The Shift Supervisor will conduct inspections of his/her personnel on a regular basis, to ensure compliance with standards concerning the uniform, equipment, and the general appearance of each officer.

15.1.2 BRIEFING

A. The Shift Supervisor will conduct a shift briefing prior to every shift session to include:

1. Work assignments and/or changes in schedules or assignments.
2. Information regarding daily patrol activity within the previous 24 hour period.
3. Information regarding potential and actual police hazards, wanted persons, stolen vehicles, major investigations, and information regarding relevant community based initiatives, if any.
4. Notifying officers of new directives or changes in directives
5. Memorandums of communication from the Chief of Police, Executive and/or Command Officers.
6. Items of interest and lookouts from other law enforcement agencies.
7. Extra/directed patrol concerns.
8. Evaluating officer readiness to assume patrol.

B. Members of special units reporting for duty at times other than scheduled shift briefings and in the absence of their supervisor will:

1. Review the Shift Summary/Briefing Book and make themselves aware of all significant activities that have taken place since their last tour of duty.
2. Review extra/directed patrol notices and make note of the same.
3. Contact the Shift Supervisor if questions exist concerning shift activities or special details and assignments.
4. Contact the Shift Supervisor and advise them of your assignment and hours scheduled to work.
5. Contact the Communications Center and advise them of your assignment and hours scheduled to work.

15.1.3 INSPECTIONS

The Shift Supervisor will conduct a personnel and equipment inspection and during such time will:

- A. Inspect officers under his/her command, at least weekly, making note of the following:
1. Uniform - Uniforms should be clean, pressed, and in good condition.
 2. Uniform Insignia - Insignia, if worn, should be clean and in acceptable condition.
 3. Gun Belt and Accessories - Officers should be properly wearing and maintaining the gun belt and accessories. Only Department approved items will be carried on the gun belt.
 4. Sidearm - Sidearms should be clean and free of rust, grime, and dirt.
 5. Shoes - Shoes should be an approved style and color, and be clean and in a presentable condition.
 6. Grooming - Hygiene and grooming should reflect a favorable image of the Jupiter Police Department.
- B. Inspect patrol vehicles, at least monthly, that officers under his/her command will be operating and make note of the following on the vehicle inspection form:
1. Equipment Complete an itemized checklist of the patrol vehicle's equipment and ensure that all required equipment is present and in working condition and that no unauthorized equipment is present.
 2. Interior Complete an inspection of the vehicle's interior compartment and check that the interior components are in working condition and that it is clean and free of trash and any unauthorized items.
 3. Engine Ensure that fluid levels are checked so that all fluids are filled to the appropriate level and that no leaks are present.

Note: *Discrepancies on the vehicle inspections should be documented and forwarded to the Fleet Maintenance for recording purposes, replacement and/or repair.*

15.1.4 ASSIGNED AREAS OF PATROL

- A. Law enforcement response to emergencies will be continuously available within the Town of Jupiter's jurisdiction.
- B. Officer's shift assignment and days off will be determined according to procedures outlined in the collective bargaining agreement.
- C. Officer's District assignments and frequency of District assignment rotation will be determined by the Shift Supervisor.

D. Officers should only leave their assigned patrol area for the following situations:

1. Directed to do so by a Communications.
2. Requested to do so by a supervisor.
3. An "Officer Needs Assistance" (10 24) situation exists.
4. Transporting a prisoner to the jail or processing facility.
5. After requesting and receiving permission from a supervisor.
6. To provide back up as needed (Officers should advise via police radio that they are providing back-up).
7. For necessary situations, e.g., fuel, follow-up investigation, personal, etc. As soon as the situation is completed, the officer will return to his/her assigned patrol area.

E. Supervisors will question and document unacceptable absences from assigned patrol areas. Violators will be dealt with through the disciplinary process.

F. Supervisors will monitor calls for service, and direct officers as needed.

G. Officers are not to congregate on minor calls. Extra officers responding to minor calls for service leaves other areas of the Town uncovered and may create an officer safety problem, as well as generating poor public perception.

H. Officers will not congregate or sit side by side in public view for extended periods.

I. Officers will respond to non emergency calls for service in a timely and safe manner. If other officers feel they can provide better service if they respond, they may request a transfer of the call through the Communications Center, and approval from the Shift Supervisor, if necessary.

15.1.5 RADIO COMMUNICATIONS

A. The Jupiter Police Department has 24 hour, two way radio capability which provides continuous communication between the Communications Center and the officers on duty.

B. Assigned district designations will be used for identification purposes during a tour of duty. Officer identification numbers will be used by off duty officers and members not assigned to uniformed patrol duty.

C. Officers performing patrol duties are required to adhere to the following radio procedures:

1. Units will keep Communications advised of their status (i.e. busy, in service, out of

service, enroute, on scene, etc.). This may be done by MCT, if applicable.

2. Officers will monitor the radio at all times while in service, and whenever possible, when checked out on assignment.
 - a. If an officer fails to respond after being called the first time, Communications will simulcast and call the officer a second time.
 - b. If the officer fails to respond after being called the second time, Communications will simulcast and call the officer by his/her ID number.
 - c. If the officer fails to respond after being called the third time, Communications will simulcast and emergency tone the officer, calling his/her ID number after the tone.
 - d. Officers who are toned are required to explain to the on duty supervisor as to why they were not monitoring their radio and the supervisor will take corrective action if deemed necessary or appropriate.
3. Patrol units will give their location when called by Communications or a Supervisor.
4. Officers initiating activity must give Communications the type of incident. After giving the incident type, officers must wait for Communications to acknowledge before informing them of the location, a brief description of the subject and/or vehicle being stopped and the reason for the stop.
5. Traffic stops will be conducted in accordance with General Order 23.3, Traffic Law Enforcement.
6. Officers will inform Communications when leaving the immediate vicinity of the patrol vehicle or when exiting the patrol vehicle for extended periods of time, to ensure officer safety and accountability. This may be accomplished via the MCT, if applicable.
7. If a unit on a call needs to change location, it will be requested prior to the unit being enroute to the new location.
8. All police officers will remain on the designated main channel with the following exceptions:
 - a. When directed by Communications.
 - b. When directed by a Supervisor.
 - c. When necessary for the performance of police duties.

- d. Except in emergencies, lengthy and/or confidential messages will always be relayed over the phone or MDT.

D. The Communications Center will inform officers of actual or potential hazards they may encounter. This information will be conveyed to the responding officers at the time of dispatch and will be updated as received.

1. Severe weather bulletins received in the Communications Center will be broadcast over the primary radio channel.
2. A description of hazards likely to be encountered at a later time or date should be relayed to the appropriate zone and passed along to officers during roll call.
3. Officers going off duty will notify oncoming officers of immediate hazards.

15.1.6 TYPES OF PATROL AND PATROL FUNCTION

A. Preventive Patrol

Preventive Patrol is the Department's first line of defense in controlling actual or potential crime risks. Patrol officers will actively seek out risks to public order, safety, and potential hazards throughout their assigned patrol route. They will report any hazards discovered through proper channels. All aspects of patrol should be geared toward prevention through opportunity reduction. Some methods that should be used include but are not limited to the following:

1. **Field Inquiries** - By inquiring and documenting persons encountered during a patrol shift, valuable intelligence information can be gained. Officers should ask the identity and other information available of all persons they observe to be suspicious. Information will be obtained on all such persons and attention given to as much detail as possible, to include, name, address, date of birth, phone number, physical description, vehicle description (if applicable), reason for being at location, and accurate time and date of the observation. A Field Interview Report (FIR) will be filled out on the contact.
2. **Directed Patrols** - Directed Patrol is an assignment where a specific patrol officer is assigned a specific task and given time to accomplish the stated task. Directed patrols are normally requested by supervisors in response to complaints from citizens or trends noted through observation of certain situations; however, patrol officers should consider requesting permission to conduct directed patrols when they observe situations that may warrant its use.
3. **Crime Prevention** - Three things must be present for any crime to take place; a victim, desire of the perpetrator, and opportunity. Officers must constantly direct their efforts toward reducing the opportunity to commit crimes. Crime Prevention is the responsibility of each member of the Department.

- a. Victims In order to reduce the number of victims, citizens must be kept constantly informed and educated by members of law enforcement. The day to day responsibility for this rests with the individual patrol officers in their daily contacts with citizens. It is the officer's responsibility to be up-to-date with prevention techniques used to reduce risks.
 - b. Desire - The most effective method to reduce criminal desire is to make the accomplishment of a crime less appealing to the perpetrator. The best tools used in accomplishing this are strict and fair law enforcement along with recruiting the cooperation of the public to report crimes and make observations and reports of people and vehicles they deem out of place.
 - c. Opportunity Teaching citizens simple and cost effective methods of applying stumbling blocks (such as better lighting, better physical hardware, alarm systems, and other simple but effective things to slow down the perpetrator) will have a significant impact on the actual reduction of criminal activity. Officers will employ patrol tactics designed to give the impression of omnipresence of police in areas likely to be the target of crime.
4. Residential Patrol - Officers will maintain high visibility in neighborhoods and make contacts, whenever possible, with citizens in these neighborhoods in furtherance of the goal to build mutual trust, support, and cooperation with the community.
5. Business/Commercial Patrol - Officers will endeavor to make contacts with the business community, during open business hours, so as to familiarize themselves with the owners and other employees and to establish effective communications while identifying potential problems and crime risks.
6. Foot Patrol - The Department deploys foot patrols to place officers in close contact with the citizen to further establish a positive rapport within the community. Officers will initiate foot patrols on a consistent basis with special emphasis on populated commercial areas and areas with noticeable pedestrian activity. Shift Supervisors will attempt to direct foot patrols on a daily basis, if possible.
7. Officers assigned a bicycle shall patrol at community events, around neighborhoods and businesses, and any other area at the direction of a supervisor.
8. Saturation Patrol - When three or more uniformed patrol officers, utilizing marked police vehicles, conduct patrol and surveillance techniques in a targeted area due to a report of suspected criminal activity. Saturation Patrols can be utilized in conjunction with plain clothes operations. It can also be utilized when plain clothes operations have not, or likely will not, result in criminal apprehension.
 - a. Prior to beginning any Saturation Patrol, a Special Operation Plan should be completed by the appropriate personnel.

- b. Any tangible information gathered as a result of Saturation Patrol should be documented on a Criminal Intelligence Form, and forwarded to the Criminal Investigations Section for possible follow up.

B. Patrol Inspection Activity

Physical checks and inspections of areas and/or businesses, schools, parks, and neighborhoods should be made by the patrol officer during his/her tour of duty. The officer will note hazardous conditions found and report these to Communications and the proper and necessary person(s) and/or agencies. Officers will note violations of Town Ordinances and will relay that information to the Town's Code Compliance.

15.1.7 EMERGENCY NOTIFICATIONS

A. Medical Examiner

1. The medical examiner will be notified of all homicides, suspicious deaths, apparent suicides, child deaths, or for any circumstances involving the death of a human being as required by Florida Statute 406.11.
2. If a Detective is called to the scene, the Detective will contact the Medical Examiner's Office. If no Detective will be responding to the scene, then the Medical Examiner will be contacted by the Police Officer or his Supervisor, if necessary. For further information on the medical examiner see General Order 15.5, Death Investigations.

B. Fire Rescue

Officers discovering situations where there is a need for medical or fire personnel will immediately request the Communications Center to notify Palm Beach County Fire Rescue. Situations may include injured/ill person(s), fires, or hazardous materials.

C. Public Utilities

Officers discovering situations where there is a need for the repair or maintenance of a public utility due to a hazardous condition will promptly request the Communications Center to notify the appropriate public utilities company responsible for the repair or maintenance.

D. Traffic Hazards

Officers discovering traffic related hazardous conditions requiring immediate attention will promptly request Communications to notify the appropriate Town, County, or State agency responsible for the repair or maintenance.

E. News Media

Should conditions arise which require widespread notification to the public, such as extended road closures, major crashes, disasters, or threats to public safety, the on scene officer will notify the watch commander, who will notify the public information officer, if necessary. Media notification will be made by the shift supervisor or public information officer. For further information regarding public information see General Order 22.1, Police Media Relations.

15.1.8 EMERGENCY RESPONSE TO CALLS

A. Primary Response Unit(s) Responsibilities:

1. Identify from where you are responding.
2. Proceed to the specified location in accordance with the response code specified. **If responding "code 3", announce over the police radio.**
 - a. Officers engaged in emergency vehicle operations will utilize both audible (siren) and visual (emergency lights) emergency warning equipment.
 - b. **Exception:** When responding in an emergency mode, emergency signal devices may be deactivated when at a distance from the scene (to be determined by the sworn member for officer safety or safety to potential victims) so as to not alert subjects to law enforcement proximity.
 - c. Only police vehicles with operating audible and visual emergency signal devices and safety equipment will engage in "code 3" response.
 - d. Before responding to a complaint, the officer should weigh the situation and decide if the risks of a high speed run can be justified.
 - e. Florida State Traffic Laws, Chapter 316 states, in part, that the driver of an emergency vehicle may proceed past a red or stop light or stop sign but only after slowing down as may be necessary for safe operation. It further states that a driver may exceed the prima facie speed limits so long as he does not endanger life and/or property.
 - f. Florida State Traffic Laws, Chapter 316 states, in part, that drivers must yield the right of way to emergency vehicles that are operating their emergency lights and sirens; however, this does not relieve the driver of the emergency vehicle from the duty to drive with due regard for the safety of all persons using the highways.
 - g. In any event, the driver of an authorized emergency vehicle is not relieved of his duty to drive with "due regard" for the safety of all persons that he is not protected from the "consequences of his reckless disregard for the safety of others."

3. Primary response unit(s) will immediately notify Communications upon arrival at the scene and provide a status report as soon as possible.
4. Upon receipt of a termination notice, primary unit(s) will discontinue emergency operation and return to their assigned area unless specifically requested to continue to the location under normal conditions.

B. Supervisory Responsibilities

1. The on duty supervisor will monitor the response until it has stabilized or terminated, and to assert control by directing specific units into or out of the response, if necessary.
2. Upon being notified that an emergency response has been initiated, the on duty supervisor will verify the following:
 - a. Proper response classification and/or designation has been made.
 - b. No more than the required or necessary units are involved in the response.
 - c. Other effected agencies are being notified.
3. Due to the nature of certain calls for service, unattended deaths or any call that meets the defined parameter of a "Forcible Felony" as established in Florida State Statute 776.08, will require the presence of a supervisor or their designee on scene to evaluate the incident and assume command if necessary.

15.1.9 NON-EMERGENCY RESPONSE TO CALLS

- A. Officers will respond to non emergency calls for service in a timely and safe manner. If other officers feel they can provide better service if they respond, they may request a transfer of the call through Communications.
- B. When a non emergency, routine call for service has been received and there is no Officer available, the complainant will be informed of the delayed response. Complainants will be contacted to inform them of a delay in response as promptly as operations permit.
- C. It will be the responsibility of the on duty units to clear the calls they are working as soon as possible so the call holding can be handled.
- D. Calls for service, received during the shift change (last ½ hour of the shift), will be assigned to the Early Shift Officer, **whenever possible**, avoiding delays in response time.
- E. Calls of a non-emergency nature will be held for the oncoming shift.

15.1.10 CALL PRIORITIZATION

A. Calls for service will be assigned a priority status to ensure proper response as follows:

1. **High Priority - In Progress / Emergency:** This category includes calls that require emergency rapid response by an officer to prevent the loss of life or serious injury, or crimes that involve in progress felony offenses. High priority calls be dispatched immediately and assigned to the closest available unit.
2. **Medium Priority Just Occurred:** This category includes calls that require a rapid response to prevent repeat violence, to apprehend wanted persons or suspects in the area of the crime, or in-progress misdemeanor crimes with a suspect in the area of the crime. Medium priority calls will be dispatched and assigned as soon as possible.
3. **Low Priority Routine / Non Emergency:** This category includes low priority calls that require a general, non emergency response for incidents that are not in progress and are delayed in nature.

B. Response to Calls for Service: Generally, a single unit will be dispatched to routine calls for service. However, certain calls may require more than one officer to deal safely and effectively with the problem. Guidelines for determining which situations require a response from more than one officer should be based on the actual or perceived presence of one or more of the following:

1. An actual or threatened assault upon an officer;
2. On scene arrest for a felony or violent misdemeanor;
3. Resistance to arrest;
4. Use of force or threatened use of force;
5. Crime in progress;
6. Fleeing suspect;
7. Intrusion or robbery alarms;
8. Weapons related calls;
9. Calls involving known violent person;
10. Domestic disturbances when both parties are on the scene;
11. Disturbance calls involving disorderly conduct intoxication, fights, or large parties or groups; and

12. This list will not prevent officers from routinely providing assistance or checking on the safety of another officer.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.10 - Line of Duty Deaths

Subject: Line of Duty Death

Issued: 01/95

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 11/10

Signature: *Signature on File*

Revision #: 3

PURPOSE

The purpose of this General Order is to prepare the Jupiter Police Department for the event of an officer's death in the line of duty and to direct the agency in providing a proper response and support for the deceased police officer's family.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will provide liaison assistance to the immediate survivors of a police officer who dies in the line of duty and will provide tangible and emotional support during this traumatic period of readjustment for the surviving family.

DISCUSSION

The following procedures should be adhered to in cases of line of duty deaths and in cases of critically injured police officers with poor prognosis of survival. These procedures should be followed whenever possible with the understanding that the wishes of the family take precedence over the desires of the agency.

Officers providing services and assistance to family members and survivors will take all possible measures to accommodate their needs, wishes, and desires; however, they should not make promises to the family that they are not sure can be met.

DEFINITIONS

Line of Duty Death - The death of an active duty officer by felonious or accidental means during the course of performing police functions while either on or off duty.

Survivors - Immediate family members of the deceased police officer to include: spouse, children, parents, siblings, and/or significant others.

15.10.1 DEATH NOTIFICATION

- A. The name of the deceased police officer will not be released to the media or other parties before immediate survivors living in the area are notified.
- B. The Chief of Police or Supervisor will designate an officer to inform the immediate family of the police officer's condition or death. If not immediately available, the senior ranking officer will make the appointment.
- C. Notification of the immediate family should be made as soon as possible and, if possible, coincidental with command notifications.
- D. Notification of survivors in the immediate area will be made in person and, whenever appropriate, with another person such as the Police Chaplain. Whenever the health of immediate survivors is a concern, emergency medical services personnel will be requested to stand by.
- E. If the opportunity to get the family to the hospital exists prior to the police officer's death, notification officers will inform the hospital liaison officer that the family is on their way. In such cases, immediate transportation should be provided for survivors rather than waiting for any other members of the departmental delegation to arrive. If the police officer has died, notification should be made to the survivors in as forthright and empathetic of a manner as possible.
- F. Communication of information concerning the police officer and the incident will, whenever possible, be restricted to the telephone to avoid interception by the media or others. Should the media obtain the police officer's name prematurely, the ranking officer should request that the information be withheld until proper notification of survivors can be made.
- G. The notification officer will be responsible for identification of additional survivors outside the area and will make any notifications as desired by the immediate family. Such notification will be made by contacting the law enforcement agency in that jurisdiction and by requesting that a personal notification be made.
- H. The notification officer will submit to the Chief of Police a written report specifying the identity, time, and place of survivors notified.

15.10.2 ASSISTING SURVIVORS AT THE HOSPITAL

- A. Whenever possible, the Chief of Police will join the family at the hospital in order to emphasize the agency's support.

- B. The next highest ranking officer to arrive at the hospital will serve as or designate a Hospital Liaison Officer who will be responsible for coordinating the arrival of immediate survivors, departmental personnel, the media, and others.
- C. The liaison officer will assume the following responsibilities:
1. Arrange for waiting facilities for immediate survivors and a media staging area. The desires of the surviving family members should be followed with regard to their accessibility to other officers and friends.
 2. Ensure that medical personnel provide pertinent medical information on the police officer's condition to the family before any other parties.
 3. Assist family members in accordance with their desires in gaining access to the injured or deceased police officer.
 4. Provide hospital personnel with all necessary information on billing for medical services. The liaison officer should ensure that all medical bills are directed to the Department of Human Resources and that they are not forwarded to the police officer's family or other survivors.
 5. Arrange transportation for the family and other survivors upon their departure from the hospital.
 6. Ensure that immediate family members are provided with appropriate assistance at the hospital.

15.10.3 APPOINTMENT OF DEPARTMENTAL COORDINATION PERSONNEL

- A. The designated Departmental officer(s) will begin serving in the following capacities:
1. Departmental Liaison
 2. Funeral Liaison
 3. Benefits Coordinator
 4. Family Support Advocate
- B. These assignments will be made in writing to departmental personnel, and the surviving family members will be informed of those designated.
- C. In addition, the Chief of Police or his designee will:
1. Make additional personnel assignments to assist in handling incoming telephone calls and inquiries and to direct the public to appropriate personnel.
 2. Ensure that the Employee Assistance Program is implemented to assist surviving family members and emphasize the family's right to psychological services.

3. Ensure that other police officers are provided the opportunity to participate in critical incident stress debriefings.

15.10.4 DEPARTMENTAL LIAISON

- A. The Departmental Liaison Officer will serve as a facilitator between the family and the law enforcement agency.
- B. This individual will normally be a commanding officer in order to expedite the tasks of employing departmental resources and the delegation of assignments.
- C. This officer will work closely with the Funeral Liaison Officer to ensure that the needs and requests of the family are fulfilled.
- D. This includes but is not necessarily limited to the following:
 1. Providing oversight of travel and lodging arrangements for out of town family members.
 2. Identifying alternative churches and reception halls that will accommodate the law enforcement funeral. These alternatives will be presented to the family, who will make the final determination.
 3. Coordinating all official law enforcement notifications and arrangements to include the honor guard, pallbearers, traffic control, and liaison with visiting law enforcement agencies.
 4. Assisting family members in dealing with general media inquiries and informing them of limitations on what they can say to the media specifically.
 5. Providing liaison with the media to include coordination of any statements and press conferences. The departmental liaison will also ensure that members of the agency are aware of restrictions regarding release of any information that might undermine future legal proceedings.
 6. Ensuring that security checks of the survivor's residence are initiated immediately following the incident and for as long as necessary thereafter.

15.10.5 FUNERAL LIAISON

- A. The Funeral Liaison Officer acts as facilitator between the decedent officer's family and the department during the wake and funeral.
- B. The Funeral Liaison Officer is responsible for:

1. Meeting with family members and explaining his responsibilities to them.
2. Being available to the family prior to and throughout the wake and funeral.
3. Ensuring that the needs and wishes of the family come before those of the department.
4. Assisting the family in working with the funeral director regarding funeral arrangements.
5. Relaying any information to the family concerning the circumstances of the decedent officer's death and appropriate information regarding any investigation.
6. Determining the need for travel arrangements for out of town family members and any other special needs of the family during the funeral and reporting this information to the departmental liaison.
7. Briefing the family members on the procedures involved in the law enforcement funeral.

15.10.6 BENEFITS COORDINATOR

- A. The Benefits Coordinator will ensure benefits paperwork is completed and submitted and maintain contact with the family in order to ensure that benefits are being received.
- B. The Benefits Coordinator is responsible for:
 1. Filing Workers' Compensation Claims and related paperwork.
 2. Presenting information on all benefits available to the family.
 3. Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate.
 4. Preparing all documentation of benefits and payments due survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments, and the name of a contact person or facilitator at each benefit or payment office.
 5. Filing all benefits' paperwork and maintaining contact with the family in order to ensure that benefits are being received. A copy of benefits' documentation should be provided to all survivors affected and explained to each of them.
 6. Advising the surviving family of the role of police associations and organizations and the nature of support programs that they sponsor for law enforcement survivors.

15.10.7 FAMILY SUPPORT ADVOCATE

- A. The Family Support Advocate serves in a long term liaison and support capacity for the surviving family.
- B. The duties of this individual include:
 - 1. Providing contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death of their family member.
 - 2. Accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings, and introducing them to prosecutors and other persons as required.
 - 3. Identifying all support services available to family members and working on their behalf to secure any services necessary.
 - 4. Maintaining routine contact with family members to provide companionship and emotional support and maintain an on going relationship between the department and the immediate family.
 - 5. Relaying the concerns and needs of the family to those individuals or organizations that may provide assistance and encouraging others to visit and help as necessary.

15.10.8 LAW ENFORCEMENT OFFICER ALERT

- A. The Law Enforcement Officer Alert System has been developed to broadcast vehicle information about an offender(s) who have seriously injured or killed a law enforcement officer in a timely manner, to the general public via FDOT's highway dynamic message signs and other highway advisory methods.
- B. The Law Enforcement Officer Alert System may be activated if all of the following criteria are met:
 - 1. A Law Enforcement Officer has been seriously injured or killed by an offender(s);
 - 2. It is determined that the offender poses a serious risk to the public;
 - 3. A detailed description of the offenders vehicle, including the tag or a partial tag is available for broadcast to the public;
 - 4. A Law Enforcement Officer Alert Activation must be authorized by a supervisor.

15.10.9 LAW ENFORCEMENT OFFICER ALERT ACTIVATION

- A. The Law Enforcement Alert System should be activated as soon as possible after it is

determined that all of the aforementioned criteria in 15.10.8 have been met.

- B. Contact the FDLE's Florida Fusion Center (FFC) desk at 850-410-7645. The Law Enforcement Alert hotline is available 24 hours a day, seven days a week.
- C. Advise the person answering that the activation of the Law Enforcement Alert System is requested and provide the following information:
 - 1. Vehicle description to include verified vehicle description and tag number;
 - 2. Information that a statewide BOLO to other law enforcement agencies has been initiated;
and
 - 3. Information that a regional media alert has been initiated.
- D. Notify the On-Call Administrator.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.11 - Wrecker Rotation Policy

Subject: Wrecker Rotation Policy	Issued: 05/98
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 06/19
Signature: <i>Signature on File</i>	Revision #: 8

PURPOSE

To establish uniform policy and procedures for creating and maintaining a wrecker rotation list and provide for Wrecker Company qualification, application and inspection. Also addressed will be sanctions for failure to adhere to this policy by Wrecker Services and departmental responsibility.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

DEFINITIONS

Police Directed Tow – The removal and storage of wrecked or disabled vehicles at the direction of the Department from an accident scene or the removal and storage of vehicles in the event the owner or operator is incapacitated, unavailable, or otherwise does not consent to the removal of the vehicle.

15.11.1 QUALIFICATIONS FOR JUPITER POLICE DEPARTMENT ROTATION LIST

- A. Palm Beach County Tow Truck license and meet all specification of Palm Beach County Tow Truck Ordinance - Chapter 19; Article VIII - Tow Trucks. License must be current.
- B. Must be in compliance with all Federal, State, County and Local laws and ordinances.
- C. Current Town of Jupiter occupational license which indicates it has been issued for Wrecker Service operations.

- D. Complete a Jupiter Police Department Wrecker Rotation List Application.
- E. Business office and storage yard are within the Town limits of Jupiter and that the office is open and staffed during normal business hours. Business hours must be posted on the office and storage yard, along with the business phone number. Storage yards shall be located within the Town and be no further than 100 yards from the physical address of the business office for the towing company. Overflow storage may be located within a five mile radius outside of Town limits.
- F. Jupiter Police Department Wrecker Rotation Agreement signed and notarized by the Company Owner, President or Chairman of the Board, Managing Partner or Chief Executive.
- G. Copies of Florida Drivers License for ALL Wrecker drivers/operators employed full or part time.
- H. A background check will be conducted on all wrecker drivers/operators annually at the time of contract renewal. All drivers/operators are expected to maintain a valid Florida driver's license at all times. In the event a driver's license is suspended that driver/operator will not be authorized to respond to any Jupiter Police Department tow until the license is reinstated.
- I. Decal numbers of all wreckers will be registered in accordance with the Palm Beach County Tow Truck ordinance.

15.11.2 RULES

- A. Wrecker companies will be required to submit to inspection by the Jupiter Police Department at any time.
- B. Swapping or covering calls for other wrecker companies is permitted, however, the original wrecker company that was called will be rotated to the bottom of the wrecker rotation list in the same manner as if they had provided the tow service.
- C. If a wrecker company is sold, the new owner must re-apply with the Jupiter Police Department to qualify for the rotation list.
- D. Applications for rotation list must be renewed annually.
- E. Wrecker companies are prohibited from responding to calls not assigned. All requests for rotation wreckers will be taken from the rotation list with the call originating in the Northcom Communications Center.
- F. All rules and regulations of the Palm Beach County Tow Truck Ordinance - Chapter 19; Article VIII - Tow Trucks will be adhered to by all wrecker companies doing business with the Town of Jupiter or at the direction or request of the Jupiter Police Department.

- G. Wrecker companies must be available for immediate response twenty-four (24) hours a day and must respond to the requested location within thirty (30) minutes of notification. Latitude in response time may be given for delays by natural obstructions (bridge up, trains, etc.), when the wrecker company notifies the police department of the delay.
- H. Wrecker companies are required to remove debris from the roadway which includes sweeping glass and debris and the use of quick dry to remove oil and other liquids. Debris must be removed and not left at the curb side (F.S.S. 316.2044).

15.11.3 DEPARTMENT RESPONSIBILITIES

- A. Officers will give owners/operators of vehicles the opportunity to request a wrecker of their choice.
- B. Police Officers will not suggest a wrecker company for a person who does not have a preference.
- C. Officers will advise Communications of the make, year, and tag number of the vehicle to be towed, as well as any characteristics of that vehicle which may require specific towing apparatus. This information will be forwarded to the wrecker company responding.
- D. Officers will make every effort to expedite the requests for wreckers in order to clear roadways as quickly as possible.

15.11.4 ROTATION LIST

- A. The Jupiter Police Department maintains one (1) rotation list for all rotation wrecker services. All wrecker calls will be taken in order from this list.
- B. Single incidents requiring multiple vehicle tows will be given to the wrecker company next up on the rotation list.
- C. If that company cannot tow all the vehicles, the next rotation wrecker company will be called to remove any remaining vehicles. Dispatchers will continue to call wrecker companies from the rotation list until all vehicles requiring removal have been eliminated.
- D. In situations where a single wrecker company agrees to take multiple vehicles, all wreckers responding must be from the company called (sub-contracting is not allowed).
- E. A wrecker company will forfeit their rotation and go to the bottom of the list if they cannot respond to a rotation call out.

15.11.5 VIOLATIONS

- A. Any noted violation of the Palm Beach County Tow Truck Ordinance - Chapter 19; Article VIII - Tow Trucks will be reported to the county. The wrecker company may also be

suspended from the Jupiter rotation list for a period of time commensurate with that violation, in addition to actions the County may take.

B. Violations of any part of the Jupiter Police Departments agreement may result in the following actions

1. Minor Violations

Rules Section 15.11.2 – F., G. or H.

Suspensions may be issued for a time period not to exceed one week or until the discrepancy is resolved. Multiple violations may result in revocation of that company's agreement with the Jupiter Police Department.

2. Major Violations

Qualifications Section 15.11.1 – A., B., C., D., E. or F.

Rules Section 15.11.2 – A., B., C., D., or E.

Suspensions may be issued for a time period for more than one week or until the discrepancy is resolved. If multiple violations occur, the company's agreement with the Jupiter Police Department will be subject to revocation.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.12 - Canine (K9) Unit**

Subject: Canine (K-9) Unit	Issued: 09/90
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 10/18
Signature: <i>Signature on File</i>	Revision #: 16

PURPOSE

The purpose of this General Order is to establish guidelines for the supervision, operation, and utilization of the Department's K-9 Unit and to familiarize Department personnel with the K-9 Unit's operating procedure.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

A police K-9 team is a valuable law enforcement tool for use in the apprehension of criminals, lost person location, evidence recovery, narcotics or explosives detection, police officer protection, as well as other persons, crime prevention, and for favorable public relations promotion. The procedures set forth herein are intended to insure the effective use of K-9 teams.

The effectiveness of a K-9 team depends largely on the cooperation of other officers in the Department, especially in the areas of burglaries and tracking assignments. Aside from the K-9's value as a crime deterrent, the main attribute of a dog is his keen sense of smell and his ability to alert his handler to a dangerous situation, such as a hidden criminal.

DEFINITIONS

Agility - The training that a K-9 receives which enables him to surmount various obstacles that he may encounter during work. It also includes physical conditioning of the K-9, as well as stamina building.

Area Search - Locating or attempting to locate a hidden suspect or other person by means of that person's scent which is being carried by wind currents.

Article Search - Locating or attempting to locate any item or article of evidence, such as firearm, purse, knife, etc., which is carrying a human scent.

Building Search - Locating or attempting to locate a hidden suspect in a building by utilizing the suspect's scent which is being emitted from him.

Criminal Apprehension - Training the K-9 receives enabling him to stop, apprehend, and hold a fleeing suspect on the command of the K-9 officer.

Explosives Detection - Locating or attempting to locate various explosives which may be concealed from plain view.

Handler/Officer Protection - Training the K-9 receives enabling him to protect his handler or another officer from physical attack or to stop such an attack.

K-9 - A highly trained dog which has been taught a wide variety of police related duties, such as tracking, building searching, article searching, and area protection, all of which make use of the K-9's speed, agility, and scenting abilities.

K-9 Officer - A police officer specially trained in the care, handling, and utilization of a police K-9.

K-9 Team - The combination of a police K-9 and his handler, the K-9 officer.

Narcotic Detection - Locating or attempting to locate various narcotics which may be concealed from plain view.

Obedience - Training the K-9 receives which conditions him to respond to voice or hand signals given by the K-9 officer.

Tracking - Following a person by means of the scent of that person which has accumulated on the ground in the area where that person has walked.

15.12.1 SELECTION CRITERIA AND PROCESS

A. The following selection criteria and qualifications will be given consideration during the selection process:

1. A candidate may be eligible following a minimum of two years of law enforcement experience with the Jupiter Police Department or with previous full time experience with another law enforcement agency and upon successful completion of the initial one year probationary period.

2. Each candidate must have demonstrated the ability to calmly handle themselves in tense situations, based upon observations from their immediate supervisors (receipt of positive comments and a recommendation on the Supervisory Canine Team Applicant Review, completed by the applicant's immediate supervisor).
3. The candidate's personnel record should reflect a favorable sick leave and personal complaint record (Internal Affairs complaints and Early Warning System).
4. Candidates will be in good physical condition and will maintain their fitness levels during their tenure with the Canine Unit.
5. The candidate's personal evaluations should indicate initiative, high quality work performance and be rated above average.

B. Selection Process:

1. When a position becomes vacant in the Canine Unit, all eligible sworn personnel will be given an opportunity to apply for the position. A memorandum will be posted by the Chief of Police or his designee indicating that letters of interest are being accepted, and all applicable dates.
2. Each interested candidate should submit a memorandum of interest, through their chain of command to the K-9 Unit Supervisor, expressing his/her desire to become a canine handler. This memorandum will outline the candidate's interest for the position and their qualifications.
3. Prior to the oral board interview, candidates will be required to successfully complete the Canine Unit Physical Assessment. Failure to successfully complete the physical assessment will result in the candidate being dropped from the selection process.
4. The physical assessment will include an obstacle course to test the applicant's stamina as well as their ability to overcome obstacles a Canine handler may encounter during deployment of a police canine. The physical assessment will also include a swim test requiring the applicant to swim a distance of no less than 50 yards in a depth of water no less than 6 feet deep while wearing long pants, a shirt, and boots.
5. The K-9 Unit Supervisor will interview each candidate's immediate supervisor in reference to the candidate's qualification and job performance.
6. The Operations Support Bureau Commander, K-9 Unit Supervisor and canine handlers will have an oral interview with all qualified candidates. A standardized questionnaire, will be utilized for all candidates.
7. After establishing the candidate's eligibility and the final ranking of all candidates, the Operations Support Bureau Commander will make a recommendation for appointment to the Canine Unit to the Chief of Police.

8. The Chief of Police will make the final decision regarding appointment to the Canine Unit.

15.12.2 TRAINING

- A. The K-9 Unit Officers will be knowledgeable in K-9 law enforcement operations through specialized training and/or experience. The K-9 Unit Supervisor, or designee are responsible for coordinating the deployment, training, and performance of the K-9 teams, as well as maintaining training, activity, and other miscellaneous records of the K-9 Unit.
- B. Prior to assignment to the K-9 Unit, the Department's K-9s and their handlers will complete the minimum 480 hour Basic Patrol K-9 Team training as required by the Florida Department of Law Enforcement's Criminal Justice Standards and Training Commission.
- C. K-9 teams attending Basic Detection schools (e.g., narcotics, explosives) will receive the minimum training required by the Florida Department of Law Enforcement's Criminal Justice Standards and Training Commission.
- D. All K-9 Teams will certify annually through the recognized Florida Law Enforcement Canine Association.
- E. In service K-9 training will consist of a minimum of five (5) hours of supervised on duty training each week for each K-9 team. Training will consist of physical exercise for the K-9 and K-9 officer, refresher training in obedience, agility, tracking, searching, criminal apprehension work, and will include various scenarios meant to duplicate situations which may be encountered while working on duty.
- F. The weekly in service K-9 training period may also be used to bathe or groom the K-9, as well as for veterinary visits, dog food and supply pickups, and for K-9 related discussion.

15.12.3 K-9 ASSIGNMENT

- A. K-9 teams will be assigned to work specialized hours with opposite days off, depending upon the needs of the agency.
- B. The on-duty K-9 teams will operate under the direct supervision of the supervisor on which shift they are assigned.
- C. K-9 teams assigned to a special detail will be under the direction of the supervisor in charge of the special detail.
- D. On-duty K-9 teams will respond to crimes in progress, alarms, and prowler calls and will assist patrol units in any potentially violent situation or other requests for assistance.
- E. As a general rule, K-9 teams should not be assigned as a primary unit to calls of a non-emergency nature which might prevent the K-9 team from being available for a K-9 related

call. The K-9 officer, however, will be responsible, as all other officers, for activities such as building checks, issuing traffic citations, handling minor calls, or assignments given by the on-duty shift supervisor.

- F. Tactical application of K-9 teams will be at the sole discretion of the individual K-9 officer, using his K-9 when feasible. The individual K-9 officer will have the final decision as to whether the K-9 will be used or not.
- G. Requests for K-9 assistance from other agencies will be approved or disapproved by the on-duty shift supervisor.

15.12.4 UNIFORM

- A. K-9 officers will wear the department issued K-9 duty uniform while on duty, to include off-duty call-out and K-9 training sessions.
- B. The black nylon web gun belt with black nylon web accessories will be worn by the K-9 officer while in training, during off duty response, or on duty as part of the Department issued K-9 uniform.
- C. The K-9 Unit duty uniform will be the black Department issued t-shirt with a silk screen badge on the left breast and the words "K-9 team" on both sleeves, black B.D.U. pants, and black boots.
- D. K-9 officer will wear a department issued ballistic vest while on duty.

15.12.5 K-9 VEHICLE

- A. In addition to the regularly approved usage of the Department vehicle, the K-9 patrol vehicle, which is assigned to the K-9 officer as a P.P.V., may be used to transport the K-9 to and from off duty training sessions in or out of the Town of Jupiter; to and from veterinary clinics for the purpose of annual medical checkups, routine medical care, and emergency care; and to and from dog supply businesses for the purpose of purchasing and transporting dog food and other dog supplies.
- B. A sufficient amount of fuel will be maintained in the K-9 vehicle during off duty status to enable the team to respond to an off duty call out without having to refuel while enroute.
- C. K-9 vehicles may be left with the engine running and the air conditioner unit on when the K-9 officer is out of the vehicle and the outside temperature is such that the K-9's health may be in danger.
- D. The exterior of the K-9 vehicle will be kept as clean as possible. The interior will be cleaned and vacuumed as needed to maintain a presentable and sanitary condition.
- E. No K-9 officer will permit anyone to pet the K-9 while the animal is in the vehicle.

- F. When the K-9 vehicle is left unattended with the K-9 inside, the vehicle will be locked and secured, however, the rear screened windows may be left open for ventilation. The driver and passenger windows may be partially rolled down only if the sliding door on the cage is closed.
- G. The spare K-9 vehicle will be equipped with the necessary equipment to allow for the same functions as an assigned K-9 vehicle, in the event the assigned K-9 vehicle(s) is deemed inoperable.

15.12.6 K-9 EQUIPMENT

- A. All K-9 officers will be issued the following equipment:

1. Four sets of K-9 duty uniforms
2. One 12" traffic lead
3. One choke chain
4. One 2" leather/nylon collar
5. One fur saver
6. One 6 foot obedience lead
7. One 15 foot tracking lead
8. One 30 foot tracking lead
9. One tracking harness
10. One K-9 collar badge
11. One set of K-9 collar brass
12. Two stainless steel dog bowls
13. Ballistic Vest w/tactical carrier
14. One dog brush or comb.
15. One wire dog crate
16. Four K-9 training aids (toys)

- B. K-9 officers are required to have the following items in their vehicles at all times:

1. 2" leather/nylon collar
2. Six foot obedience lead
3. Tracking harness
4. 15 foot and 30 foot tracking leads
5. Pail with fresh water

15.12.7 REPORTS

- A. K-9 officers will complete a K-9-Usage Report using the RMS system each time the K-9 is utilized, on or off duty, to perform a certain task. Additionally, the Usage Report is to be used as the supplemental report when the usage results in the location of evidence, property, or a person and is to be added to the original Offense Incident Report.
- B. Each time the K-9 is sick or injured and requires the services of a veterinarian, the K-9 officer will document the circumstances in the RMS K-9 module.
- C. When an injury is sustained to another person, either as a result of a dog bite or other injury caused by the K-9, the K-9 Officer will document the incident in a K-9 Usage Report. In the event of a dog bite, the K-9 officer will immediately notify the on duty supervisor.
- D. The K-9 Unit Supervisor will include the K-9 officer activities in their monthly shift summaries.
- E. Arrest reports, supplemental reports (Usage Reports) involving assistance, and K-9 Incident Reports will be submitted prior completion of the K-9 team's working shift, unless receiving approval from the on-duty supervisor. K-9 Usage and training reports will be submitted in the RMS system as soon as possible and no later than four (4) working days after the date of the incident.

15.12.8 PROCEDURE FOR UTILIZING A K-9 TEAM

- A. The K-9 Unit may be used for the following purposes:
 1. Tracking (endangered missing persons, crime suspects, etc.)
 2. Searching buildings where a break in is suspected and the possible perpetrator may be hiding inside.
 3. Locating lost or abandoned articles or hidden implements of a crime.
 4. Arresting or preventing the escape of a person whom a police officer has probable

cause to believe has committed a felony.

5. Protecting police officers or other persons from injury or death.
6. Preventative patrol of potentially high crime areas.
7. Locating narcotics or explosives.
8. Patrol of public demonstrations and other public relations programs.
9. The Department's K-9's will not be utilized for crowd control or a deterrent effect at a peaceful gathering and may only be utilized in an unruly crowd situation where the possibility of injury to officers or other persons exists, and then only with the authorization of the highest ranking on duty supervisor.

B. Whenever an officer conducting an investigation determines that the services of the Department's K-9 Unit are required, he will request through his supervisor that a Department K-9 team be dispatched to the scene.

1. If a Department K-9 team is not on duty, the supervisor will request that a Department K-9 team be called out.
2. K-9 officer call out procedures:
 - a. The K-9 officer on-call will be notified using the phone number provided on the K-9 Unit on-call schedule.
 - b. If there is no answer, the next K-9 officer on the list will be called until one of the K-9 officers is contacted.
 - c. If unable to contact any of the K-9 officers, Communications Officers will notify the supervisor initiating the call out.
 - d. An email or voice mail is left (for informational purposes only) to the K-9 officer's supervisors that the call out was not answered.
3. In the event that a Department K-9 team cannot be contacted by call out, the shift supervisor may request K-9 assistance from another agency via the Palm Beach County Mutual Aid Agreement.

C. The on scene K-9 handler will have the primary discretion of requesting the assistance of an additional K-9 team(s).

1. Department K-9 teams will be called out first for assistance.
2. If the Department's K-9 Unit cannot respond, the shift supervisor may request K-9

assistance from another agency via the Palm Beach County Mutual Aid Agreement.

- D. The success of the K-9 team may depend upon whether or not the dog can pick up a scent. Therefore, when requesting a K-9 team, it is imperative that officers refrain from walking around the crime scene or handling objects and evidence connected with it.
- E. Officers at a crime scene where a K-9 is requested should conduct themselves as follows:
 - 1. Secure the area to the best of their ability until the K-9 team arrives.
 - 2. Attempt to keep the crime scene clear of all persons prior to the arrival of the K-9 team.
 - 3. Assist the K-9 team only as requested by the K-9 officer.
 - a. In building search situations, an officer may be requested to assist the K-9 officer inside the building.
 - b. In a building search, assisting officers should:
 - 1. Keep away from all windows and doors.
 - 2. Not enter the building prior to the arrival of the K-9 team, unless requested to do so by the on scene supervisor.
 - 3. Not enter the building while the K-9 team is working.
 - 4. Keep noise and talking to a minimum.
 - 5. Extinguish all unnecessary lights.
 - 6. Shut off their vehicle engines and refrain from driving in the immediate area of the working K-9 team (exhaust fumes given off by a car's engine tend to affect the scenting ability of the K-9.)
 - 7. Supervisors should ensure that a suitable perimeter is established around the search area prior to the arrival of the K-9 team.

15.12.9 TRACKING

- A. All tracks will be run with the K-9 wearing a tracking harness and long lead.
- B. While waiting for the K-9 team to arrive, officers at the scene should take particular care not to touch any materials which may be used by the K-9 team for the accomplishment of the tracking situation, such as caps, gloves, or other items dropped by the suspect.

- C. In the event the track begins at a stolen or abandoned vehicle, officers should make every effort to keep away from the point of exit, so as not to contaminate the scent of the suspect or suspects which the K-9 will key on. Officers can approach the vehicle from the side opposite where the suspect fled, in order to check the vehicle for additional hidden suspects.
- D. Once the K-9 team arrives, the reporting officer should brief the K-9 handler on the situation, particularly advising the handler of the location of other officers in the area, either on foot or in a vehicle, as well as descriptions of the suspects, if known, and any other pertinent information.
- E. Assisting officers should establish a perimeter and remain in their stationary positions until further advised by the officer in charge, keeping noise (including radio volume) and movement to a minimum.
- F. The K-9 handler will keep the officers at the scene advised via radio of the progress of the track and may request that the perimeter be relocated.
- G. Vehicles should be kept out of the search area. Police vehicles in the search should have their engines shut off to lessen the chances of scent contamination by exhaust fumes.
- H. Officers will not follow the K-9 team on the track, either on foot or in a vehicle, unless requested by the K-9 officers. If requested, the assisting officer(s) should remain a safe distance behind the K-9 team to prevent disturbing the dog or obliterating the scent.
- I. The assisting officer(s) will be responsible for radio communications for the K-9 team and to provide firearms coverage, if necessary.
- J. If a scent article of the suspect or missing person can be obtained, advise the K-9 officer but do not handle the article or allow anyone else to handle it, as the extra scent placed on the article may hinder the success of the track.
- K. Patrol canines are trained to utilize scent displacement and apprehension techniques to track and assist in the arrest of a fleeing suspect of a felony crime or misdemeanor offense involving violence of a credible threat of great bodily harm. Bloodhounds may be used independently to track missing or lost persons or suspects of misdemeanor crimes that did not involve the use or threat of violence. A bloodhound may be used to track suspects of felonies or violent misdemeanors, but must be accompanied by a patrol K-9.

15.12.10 BUILDING SEARCHES

- A. In most instances, when searching the interior of a building for hidden suspects, the K-9 will be off lead. However, the K-9 officer may work the dog on lead if he so desires.
- B. When the K-9 team arrives, the reporting officer will brief the K-9 officer of the situation, paying particular attention to the location of exits, concealed areas, any movement noted,

and the location of assisting officers.

- C. Prior to releasing the K-9 into a building to search for hidden suspects, the K-9 officer will issue two loud K-9 announcements to alert anyone inside the building that a K-9 is about to search the premises.
- D. In the event of a large building, the K-9 officer is to issue additional verbal warnings as necessary as he and the K-9 move through the building.
- E. If a suspect is apprehended by the K-9 team, the handler may request assistance from other officers, if needed. All apprehended suspects will be turned over to the reporting/primary officer.
- F. The final decision whether the K-9 will be utilized to search a building, as well as the method to be used, will be at the sole discretion of the K-9 officer.

15.12.11 AREA SEARCHES

- A. The K-9 officer will conduct all area searches with the K-9 on lead. In the event that the K-9 might be needed to apprehend a fleeing felony suspect or the K-9 officer is threatened by the suspect, the K-9 officer may release his K-9 to make the necessary apprehension.
- B. Once the K-9 team arrives, the reporting officer should brief the K-9 handler on the situation, particularly advising the handler of the location of other officers in the area, either on foot or in a vehicle as well as descriptions of the suspects, if known, and any other pertinent information.
- C. The search area should be kept clear of all persons, except for those officers who are securing the area in an attempt to prevent the escape of the suspect.
- D. Officers securing the area are requested to refrain from talking, smoking, or moving about.

15.12.12 ARTICLE SEARCH

- A. In most cases, the K-9 officer will allow his K-9 to conduct an article search off lead; however, an on lead search may be conducted if the K-9 officer so desires.
- B. If at all possible, persons should not contaminate the area where the evidence is believed to be. The area should be sealed off until the K-9 team arrives.
- C. The K-9 officer may request any person(s) to move from the area if their presence may contaminate the scent of the article to be located.
- D. Prior to the K-9 team beginning the article search, the officer in charge should establish whether the article may be moved by the K-9, or if it is to be left where found for latent prints, photographs, or other processing.

- E. Vehicles should be kept out of the search area as much as possible. Police vehicles in the search area should have their engines shut off to lessen the chances of scent contamination by exhaust fumes.

15.12.13 NARCOTICS / EXPLOSIVES DETECTION

- A. The K-9 officer will allow his K-9 to search for narcotics/explosives either on lead or off lead; however, care should be taken so as not to endanger any persons who may be in the area where the K-9 is searching.
- B. Whenever an officer believes narcotics/explosives may be hidden in or on a vehicle, vessel, or building and sufficient probable cause exists to search the interior of that vehicle, vessel, or building, a K-9 team should be requested.
- C. Prior to the K-9 team's arrival, all occupants of the vehicle to be searched should be asked to exit the vehicle. They and the officer(s) should remain at a safe distance from the vehicle while the K-9 team is searching.

15.12.14 NARCOTICS RELEASE FOR TRAINING

- A. Narcotics available for use in training are limited to those that have been issued by the Drug Enforcement Administration (DEA) and designated for training purposes.
- B. All DEA narcotics issued for K-9 training will be entered into RMS using a designated report number.
- C. The narcotics are separated into two classifications: hard narcotics (methamphetamine, cocaine, and heroin) and soft narcotics (marijuana). Hard and soft narcotics must be kept separate to avoid cross-contamination.
- D. Due to necessary weight variations for training needs, the evidence custodian and canine instructor will separate, weigh and repackage the narcotics in sealed training bags.
- E. The type of narcotic and its weight/quantity will be reflected on the bag and the corresponding evidence voucher entry. The property receipt will be signed by both the evidence custodian and the canine instructor.
- F. Training narcotics will be stored in a locked cabinet within the evidence room until needed by the canine instructor for training.
- G. Training narcotics will be housed in air tight, waterproof boxes that will also be used for portable carry of the narcotics.
- H. The canine handler will make arrangements with the evidence custodian to check out the training narcotics.

1. When the training narcotics are checked out by the canine instructor, the evidence custodian will ensure the chain of custody log is updated in the RMS system.
 2. The canine instructor will secure the training narcotics in a lock box located in the trunk of their police vehicle when transporting to and from training sessions.
 3. Within 72 hours after completing narcotics training, the canine instructor will return the training narcotics directly to the evidence custodian, or to the designated training narcotics lockers if after hours and notify the evidence custodian of the return. The evidence custodian will return the narcotics to the evidence room.
 4. In the event the training narcotics packaging has been compromised, the K-9 Officer and the evidence custodian will reweigh and repackage the narcotics and the new weight will be documented in the RMS system. The K-9 Officer will document the reason for the compromised packaging via memorandum through their chain of command to the Chief of Police. The Chief of Police will determine if further action or investigation is required through the Office of Professional Standards.
- I. An unannounced inventory of all narcotics used for canine training will be conducted at least annually as directed by the Chief of Police. The canine instructor will be present during this inventory in order to reassess the training value of the narcotics.
 - J. In the event narcotics have been determined to be lost, missing, or stolen, the Chief of Police will assign a member of the department to conduct a follow-up investigation documenting the findings and any recommended actions to be taken as defined in General Order 11.1 - Misconduct Investigations, Discipline.

15.12.15 CROWD CONTROL PROCEDURES

- A. The on duty supervisor may request the assignment of a K-9 team in emergency situations where it may be necessary to control a large, disorderly crowd who may cause personal injury or property damage.
- B. Upon the arrival of the K-9 team, the supervisor and K-9 officer will confer regarding the problem. During such instances, the K-9 will not be activated, but will remain in the K-9 vehicle. The K-9 team will then be directed to:
 1. Remain on patrol in the area adjacent to and not in view of the scene; or,
 2. Move directly to the scene to psychologically deter the crowd.
- C. Only the highest ranking on scene supervisor may make the decision to actively utilize the K-9 team for crowd control. This decision will be made when:
 1. The crowd becomes so unruly that it cannot be contained by regular police methods, and a potential danger of bodily harm or property damage is evident; or,

2. If left unchecked, the crowd is likely to cause bodily harm or property damage.

D. When actively used for crowd control, the K-9 will be kept on lead at all times.

15.12.16 ARRESTS

A. When the K-9 team makes an apprehension, the suspect will be taken into custody and turned over to the reporting/primary officer. In the case of an on view call by the K-9 officer, the K-9 officer will be responsible for the arrest and subsequent processing of the suspect.

B. Under normal circumstances, K-9 officers will not transport prisoners in the K-9 vehicle.

15.12.17 USE OF A K-9 TEAM AS NON-LETHAL RESPONSE

A. A K-9 officer may allow his K-9 to apprehend a suspect under the following circumstances:

1. The K-9 officer or another officer is the victim of a battery in progress.
2. The K-9 is a victim of a battery.
3. To prevent the escape of a known felon after all other reasonable measures have been taken and have failed:
 - a. Consideration must be given to the seriousness of the incident, as well as to the size, age, and physical capabilities of the suspect.
 - b. Individual discretion is advised in all incidents. Factors such as the number of officers present, the incident location, and the number of bystanders must be considered.
4. To prevent a suspect from injuring another citizen.
5. Generally, the K-9 may be utilized to apprehend a suspect under the same condition that an officer would be justified to use his baton, other non lethal weapon, or his sidearm or other lethal weapon.
6. In situations where the K-9 officer is justified in sending his K-9 to apprehend a fleeing suspect, a verbal warning will be issued for the suspect to stop before sending the K-9 in pursuit. Words to the effect of, "Police K-9 officer, stop or the dog will be sent after you," are acceptable.
7. If a K-9 officer sends his dog in pursuit of a fleeing suspect and the suspect stops, the officer will recall his K-9 from the pursuit, unless the suspect poses a deadly threat to the K-9 officer, the K-9, another officer, or an innocent bystander.

- B. A K-9 officer may not use his K-9 to intimidate, coerce, or frighten a suspect once in custody.
- C. When a K-9 physically apprehends a suspect, the K-9 officer will:
 - 1. Render necessary first aid if an injury or bite is sustained and have the suspect transported to a hospital for treatment.
 - 2. Notify the on duty shift supervisor.
 - 3. Document the incident in the K-9 module of the RMS system if an injury or bite is sustained.
 - 4. All injuries and bites will be photographed as soon as possible after the injury or bite and submitted into evidence.
- D. In the event that a K-9 accidentally bites a citizen, the K-9 officer will:
 - 1. Render first aid and arrange for transportation to a hospital, if necessary.
 - 2. Notify the on-duty supervisor.
 - 3. Document the incident in the K-9 module of the RMS system.
 - 4. Make no statement as to liability or fault in the matter.

15.12.18 K-9 BITE PROCEDURE AND REVIEW

- A. Whenever a police K-9 bites any person (suspect, citizen, or officer), the K-9 officer will insure that proper medical attention is immediately administered to anyone injured by his/her K-9.
 - 1. Color photographs will be taken of all injuries and of the scene where the bite occurred, regardless of the suspected nature of the injury.
 - 2. The subject bitten will be interviewed by the on-duty supervisor, as soon as practical.
- B. The Shift Supervisor should conduct the first line supervisory review of the K-9 bite.
- C. The injuries will be carefully documented by the K-9 officer using the K-9 module of the RMS system.
- D. The Shift Supervisor will also carefully document the incident on the Supervisory Report on the Response to Resistance. The supervisor will summarize his findings and any recommendations in the narrative portion of the report.

- E. The reviewing supervisor will ensure that photographs of the injury are taken, and that the photographs are sufficient to identify the victim and the injuries, and are attached to the report.
- F. The aforementioned reports will be forwarded to the Operations Support Bureau Commander. When appropriate, the Operations Support Bureau Commander will confer with the Supervisor and will submit his findings and recommendations to the Chief of Police for review, and to determine justification in the Response to Resistance.
- G. Upon making final determination, the Operations Support Bureau Commander will advise the Supervisor of their findings and recommendations, who in turn will notify the K-9 officer involved of these findings.
- H. A copy of the aforementioned reports will be forwarded to the Office of Professional Standards for review.

15.12.19 INJURY TO THE K-9 OFFICER

If the K-9 officer becomes injured or incapacitated, the following procedures should be used:

- A. Do not, under any circumstances, approach the dog or attempt to render immediate first aid to the K-9 officer, unless fatality may result.
- B. Attempt to get the injured K-9 officer to control his dog.
- C. Contact another K-9 officer to attempt to control the dog.
- D. Attempt to contact a member of the K-9 officer's family to control the dog.

15.12.20 PUBLIC RELATIONS EXHIBITIONS

- A. K-9 demonstration requests will be directed to and coordinated by the K-9 officer's supervisor.
- B. K-9 teams will only conduct exhibitions and demonstrations which have been authorized by the K-9 officer's supervisor.
- C. Unauthorized exhibitions of K-9 response training activities will not be conducted by K-9 teams.

15.12.21 CONDUCT AROUND K-9 TEAM

- A. Do not accompany the K-9 team during a building search or tracking situation, unless specifically requested by the K-9 officer.
- B. Department personnel are prohibited from teasing or agitating the K-9, whether he is in or out of the K-9 vehicle, except when directed by the K-9 trainer at a supervised training

session.

- C. Department personnel are prohibited from giving the K-9 any type of food or treat without the permission of the K-9 officer.
- D. Department personnel are prohibited from petting or in any other way touching the K-9 without permission of the K-9 officer.
- E. When the K-9 is working, officers and other Department personnel will maintain a safe distance between themselves and the working K-9 team to avoid being injured or interfering with the working K-9 team.
- F. The K-9 is taught to be alert and to become aggressive when left alone inside the K-9 vehicle. Officers should avoid walking near the parked K-9 vehicle whenever possible. At no time will an officer, other than a K-9 officer, attempt to enter or remove any items from the K-9 vehicle.

15.12.22 MISCELLANEOUS

- A. The K-9 is considered to be a valuable tool and the K-9 should accompany the K-9 officer when he is out of the vehicle, whenever possible. Two of the most valuable services of the K-9 are his ability to protect the K-9 officer and the deterrent effect of his presence.
- B. The K-9 will be kept on lead when out of the K-9 vehicle and in the presence of other persons, unless the K-9 is engaged in searching or other off lead work.
- C. The K-9 will be kept on lead at all times while in the Police Department building in order to prevent employees or visitors from being endangered or frightened.
- D. Precautions will be taken to prevent the K-9 from urinating or defecating inside or immediately outside of any buildings, on sidewalks, etc.
- E. Carelessness of the part of the K-9 officer with the K-9 or any K-9 equipment may result in disciplinary action.
- F. It will be the responsibility of the individual K-9 officer to ensure that his K-9 receives necessary medical care when needed.
- G. The K-9 officer will bathe and groom his K-9 whenever necessary to maintain a clean, presentable appearance.
- H. K-9's are to be fed at least once daily, and fresh water is to be available to the K-9 at all times.
- I. Collars, leads, and other K-9 equipment are to be kept clean and in good repair.

- J. Punishing the K-9 by kicking or striking him is strictly prohibited and will result in disciplinary action.
- K. K-9 officers will familiarize themselves with possible health and/or injury problems involving weather conditions (heat, cold, etc.), chemicals (acids, poisonous materials, etc.), or such conditions which present a clear and present danger to the K-9, and the K-9 officer will take necessary precautions to safeguard the K-9.
- L. If a K-9 dies unexpectedly, for no obvious or known reason, then a necropsy will be performed to ascertain the cause of death.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.13 - All Terrain Vehicles (ATV)

Subject: All Terrain Vehicles (ATV)

Issued: 01/91

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 3

PURPOSE

The purpose of this General Order is to provide officers who utilize the All Terrain Vehicles (ATV) with guidelines that address policies and procedures which have special significance to the ATV mission.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The ATV will be used to patrol the beach, parks, environmentally protected lands and undeveloped areas that patrol vehicle cannot access.

15.13.1 GOALS AND OBJECTIVES

- A. To provide police service to specific areas of the community (beach area, beach access, adjacent parks, and undeveloped land).
- B. To provide support service to the Patrol Bureau in the areas assigned.
- C. To provide an initial detection and a support element for crowd control activities on the beach and adjacent areas (concerts, special events, etc.).
- D. To provide Palm Beach County Beach Patrol with support and back up, for any problems that they may encounter on the beach.
- E. To minimize criminal activity in the area assigned, by maintaining high visibility and ready availability.
- F. To assist the Criminal Investigations Section in any investigative undertaking, in areas

assigned.

- G. To maintain and enhance community relations through visibility and proactive police/citizen contacts, and a concern for the problems of the assigned area.

15.13.2 DUTIES AND RESPONSIBILITIES

The duties of ATV Officers will include but not be limited to:

- A. Maintaining availability to handle requests for service in assigned areas.
- B. Providing back up to Patrol Officers, Detectives, and Lifeguards whenever possible.
- C. Familiarizing themselves with crime, problem areas, and entrance/exits to the beach.
- D. Patrolling the beach, parks, environmentally protected lands and undeveloped areas, paying particular attention to:
 - 1. Thefts from beach goers.
 - 2. Burglary to vehicles.
 - 3. Lewd and lascivious acts.
 - 4. Watercraft violations in swimming areas.
 - 5. Alcohol violations.
 - 6. Littering and glass container violations.
 - 7. Unsafe swimming on unguarded beaches.
 - 8. Rendering minor first aid.
 - 9. Locating lost children/adults.

15.13.3 QUALIFICATION TO OPERATE ATVS

- A. Successfully complete an approved ATV training program/course.
- B. Successfully complete beach training administered by the Training Coordinator or a designated trainer.
- C. Be familiar with the Surf Rescue Kit and the use of same.

15.13.4 ATV MAINTENANCE

- A. The Administrative Division Commander or his designee will be responsible for the maintenance of all ATVs.
- B. All scheduled maintenance, service, and repair work will be performed at the Town of Jupiter Maintenance Facility or at a designated ATV repair facility.
- C. Officer maintenance of the ATV will include checking fluid levels, tire pressure, and lights and washing vehicles with fresh water at the end of each use.

15.13.5 EQUIPMENT

- A. The ATVs will be marked with the appropriate Jupiter Police Department decals.
- B. Transportation trailer.
- C. Beach Rescue Kit

15.3.6 ACCOUNTABILITY

- A. ATV Officers will report to the Operations Support Commander or his designee for administrative purposes.
- B. ATV Officers will report to the on duty Shift Supervisor for direct assignments and supervision during normal hours of operation.

15.3.7 USE AND LIMITATIONS

- A. The ATV will respond to any situation where the legitimate purposes of law enforcement can be enhanced through its use.
- B. No ATV will be used for personal business, recreation, or for any purpose that does not serve the legitimate needs of law enforcement or the Town of Jupiter.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.14 - Police Bicycles

Subject: Police Bicycles

Issued: 03/92

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 09/08

Signature: *Signature on File*

Revision #: 7

PURPOSE

The purpose of this General Order is to provide officers who utilize the police bicycles with guidelines that address policies and procedures which have special significance to the police bicycle mission.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department utilizes police bicycles to provide police services to the community through the Beach Patrol Unit, special purpose patrols, and special details. Personnel must complete a department approved police mountain bicycle training course to be qualified to ride a police bicycle.

15.14.1 DUTIES AND RESPONSIBILITIES

- A. Officers assigned to bicycle patrols will ride as a one or two person unit and will institute the contact officer/cover officer concept when dealing with confrontations, if possible.
- B. Bicycle patrol officers will be available for any type of police service calls that may arise within their area of assignment during their tour of duty.
- C. Bicycle patrol officers will ensure they have an ample supply of necessary paperwork and reports at all times while on patrol.
- D. Bicycle patrol officers will not attempt to pursue a moving motor vehicle. Officers will radio in the vehicle information to the Communications Center so that a patrol vehicle can make the stop.

- E. Due to the vulnerability of police officers on bicycles, it is prohibited that bicycle patrol officers attempt to make felony vehicle stops. When the situation arises that a felony vehicle is sighted, Communications will be advised, and the bicycle patrol officer will remain at a safe distance, giving the direction of travel, and allowing patrol vehicles to make the actual traffic stop. Once the patrol vehicles have made the stop, bicycle patrol officers may assist as back up.
- F. Though not a primary function, bicycle patrol officers are expected to enforce traffic and parking violations they may encounter.
- G. Bicycle patrol officers will make themselves familiar with Florida Statutes concerning bicycle laws to ensure that they are in compliance themselves, and also to respond to citizen's questions pertaining to same.
- H. At all times, bicycle patrol officers will obey the state traffic laws concerning bicycles, including the use of hand signals and the obedience of traffic control devices. Officers must set an example for others to follow.
- I. During inclement weather, bicycle patrol officers will return their bicycles to the station at which time they will receive direction and assignment from the on duty Watch Commander.
- J. Officers will not leave the bicycles unattended without locking them. Handcuffs or bicycle locks will be used to lock the bicycle while the officer is away from it.
- K. **Accountability** - Police bicycles are under the command of the Patrol Bureau Major for administrative purposes. Police bicycle maintenance, repairs, equipment, purchases, and use will be coordinated through the Patrol Bureau Major or his designee.

15.14.2 EQUIPMENT

- A. The duty uniform will be a specialized unit uniform approved by the Chief of Police. The officers will wear an approved style of footwear that reflects favorably on the agency and solid white socks.
- B. Officers will always wear an approved bicycle helmet which is to be properly secured under the rider's chin. Officers will not allow more than a ½", or two fingers, space between the secured chin strap and the riders chin. Officers will always wear eye protection and bicycle gloves conducive to their shift assignment. It is the officer's responsibility to ensure the equipment is in proper working condition and that the duty firearm can be adequately drawn, gripped, and held while wearing the approved gloves.
- C. Due to the physical exertion level of bicycling and heat conditions, the wearing of the ballistic vest while operating a bicycle will be optional.
- D. Officers are responsible for all equipment used by them for the bicycle patrol assignment.

- E. The bicycles will not be altered or modified in any way, and under no circumstances will equipment be removed without the approval of the Patrol Bureau Major or his designee.

15.14.3 SAFETY

- A. Officers riding bicycles must operate with extreme care as not to endanger pedestrians, other bicyclists, or motorists.
- B. Officers riding bicycles must be especially mindful for their own safety. Officers must remain constantly alert for special hazards. An officer on a bicycle could become an easy target for rocks and bottles. Officers must stay alert to stay safe.
- C. While operating a bicycle in wet conditions, caution must be used as roads and sidewalks become very slippery, and when brakes are applied the bike is prone to slip out from under the rider. When conditions are wet, officers will keep their speeds to a minimum, and use extreme caution when applying the brakes.
- D. Extreme caution will be used by officers when maneuvering in and around potholes, manhole covers, drainage grates, gravel, and other debris.

15.14.4 CARE AND MAINTENANCE

- A. Bicycles will be inspected by the assigned officer at the beginning and end of each shift.
- B. The inspection will include an ABC quick check (air, brakes and pedal crank) to insure everything is in working order. Tires should be inspected and properly inflated, brakes should stop the bike quickly with little or no squeaking, and the pedal crank should be tight.
- C. In the event of a flat tire or other bicycle malfunction, immediately report the incident to the on duty Supervisor. DO NOT ATTEMPT TO MAKE ANY REPAIRS OR MODIFICATIONS TO THE BICYCLE. Secure the bicycle in the sally port and complete a vehicle repair form describing the needed repairs.
- D. Upon the completion of each bicycle patrol, officers who use the police bicycle will ensure the bicycle is thoroughly cleaned as follows:
 - 1. Normal dirt and dust - Use the air compressor located in the sally port to spray the bicycle with air and wipe the bicycle and tire rim areas clean.
 - 2. Excess dirt or mud - Lightly spray the dirt/muddy areas with water using care to prevent the water from penetrating the bottom bracket, headset, and chain areas. Then proceed with using the air compressor to blow off the excess water and dirt, and wipe the bicycle and tire rim areas clean.
 - 3. The air compressor blowing attachment is stored in the Supervisor's equipment room.

The blower attachment will be returned to the equipment room after each use.

- E. The police bicycles will be returned and secured in the bike rack after each use.
- F. The charging adapters for the lighting systems will be plugged in as individually instructed.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.15 - Police Marine Unit**

Subject: Police Marine Unit	Issued: 03/89
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 1/19
Signature: <i>Signature on File</i>	Revision #: 10

PURPOSE

The purpose of this General Order is to establish guidelines for the supervision, operation, and utilization of the Department's Police Marine Unit.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department utilizes patrol boats to provide protection on water as we do on land. The Marine Unit vessels will be used for special purpose patrol, search and rescue operations, and salvage operations.

The Marine Unit will patrol the waterways within the Town limits to provide a visible deterrent, to assist the boating public, and to enforce State and Local marine laws. The unit will also assist in drug interdiction when and/if necessary.

15.15.1 MARINE UNIT OFFICER QUALIFICATIONS

- A. The following qualifications will be considered during the selection process for a Marine Unit Officer:
1. Minimum of one year of law enforcement experience with the Jupiter Police Department

2. A favorable sick leave and personnel complaint record.
3. Good physical condition, which will be maintained during tenure with the Marine Unit
4. Personnel evaluations which indicate above average initiative, work performance and the ability to calmly conduct themselves in tense situations
5. Continued assignment to the Marine Unit is contingent upon the maintenance of skills, periodic in service training; and evaluations conducted to measure continued competency levels of all unit personnel.

15.15.2 SELECTION PROCESS

- A. Once a Marine Unit position becomes vacant, all personnel meeting the above qualification requirements will be given an opportunity to apply. A memorandum will be distributed by the Chief of Police or his designee, indicating that letters of interest are being accepted. The memorandum will clearly indicate a due date for submission of interest letters.
- B. Interested candidates will submit a memorandum of interest, through their chain of command to the Marine Unit supervisor. The memorandum should include a description of the candidates qualifications and a statement detailing their interest in the position.
- C. Once the deadline date has passed, all applicants who have met the minimum qualifications will be scheduled to complete a swim test. Candidates who fail to successfully complete the swim test will be removed from consideration for the position of Marine Unit officer. The uniform for the swim test will be shorts and a shirt. The swim test consists of the following elements:
 1. 225 yard swim (Any stroke)
 2. Retrieval of a simulated unconscious person to the surface in 10-12 feet of water
 3. Tread water for 15 consecutive minutes (Last 5 minutes with hands out of the water)
 4. 50 foot underwater swim (Without pushing off)
- D. The Marine Unit Supervisor will interview the immediate supervisors of all remaining candidates, utilizing the Supervisory Marine Unit Applicant Review. The intent of this review is to determine the candidates prior job performance and qualifications for the position.
- E. An oral board will be conducted with all remaining candidates following completion of the swim test utilizing a standardized questionnaire. The oral board panel will consist of the Patrol Bureau Commander, the Marine Unit Supervisor, and a Marine Officer.

- F. Upon completion of the selection process, candidates will be ranked and the Patrol Bureau Commander will make a recommendation for appointment to the Marine Unit to the Chief of Police.
- G. The Chief of Police will make the final decision as to which candidate is appointed to the Marine Unit.

15.15.2 ASSIGNMENT PROCEDURES

- A. Duty hours will be determined by operational needs. Although primary duty hours of assignment will be on the day and afternoon shifts, duty hours are subject to change. Unit personnel may be assigned to cover special target areas, special enforcement functions, or other functions as deemed necessary and appropriate.
- B. Emergency requests to utilize the patrol boats during off duty hours will be made through the on duty Shift Supervisor or the Patrol Bureau Commander.

15.15.3 COMMAND AND GUIDELINES

- A. The Marine Unit is administered by the Patrol Bureau Commander.
- B. The Patrol Bureau Commander retains administrative control over all unit personnel, equipment, and functions. The Patrol Bureau Commander or designee, will coordinate all regular and special assignments for unit personnel, training, record keeping, purchasing, and equipment requirements.
- C. Marine Unit Officers will conduct and log required safety inspections and maintenance on a regular basis, immediately report any accidents involving the Department patrol boats, or damage thereto, and immediately report any health problems to the Marine Unit Supervisor.
- D. Officers utilizing any of the Department's vessels will complete a Marine Unit Log at the end of the work week to document their activities.

15.15.4 EQUIPMENT

- A. Marine Unit Officers will, at all times during the operation of the patrol boats, wear the duty uniform polo shirt with "JUPITER POLICE" stenciled on the back.
- B. Marine Unit Officers will wear their sidearm. Sidearms will be secured in a Department approved holster.
- C. The patrol boats will be equipped with the following at a minimum:
 - 1. All items necessary to comply with State and Federal law.

2. First aid kit.
3. Personal flotation device(s).
4. Flare gun (boat).
5. Anchor
6. Fire extinguisher.

15.15.5 GENERAL POLICY AND OPERATIONAL PROCEDURES

- A. The primary role of the patrol boats is visibility on waterways and education of the boating public. The patrol boats may respond to any situation where the legitimate purposes of law enforcement can be enhanced through the use of the vessels.
- B. Warnings should be imposed on first offenders unless the violation is flagrant and poses eminent danger to life or property. Warnings are recorded in CAD to identify repeat offenders. Vessel registration numbers are needed, as well as name and date of birth.
- C. Officers assigned to the Marine Unit must be knowledgeable of current State and Federal restrictions relating to the taking of any marine life, including animals, plants, and fish. This is necessary to respond to inquiries from the public.
- D. Assistance requested by other Law Enforcement Agencies (Coast Guard, Customs, D.E.A., Florida Marine Patrol, PBSO, FDLE, etc) must be cleared through the Shift Supervisor. The police boat will be docked at Admiral's Cove as a courtesy to the Town of Jupiter, and all personnel will strive to keep a good working relationship with Admiral's Cove Marina employees.
- E. All routine maintenance and cleaning will be done by our officers. A spare ignition key and console lock key are kept at the Marina Office for emergencies.
- F. Marine Unit vessels' primary patrol responsibility is within the jurisdictional waters of the Town of Jupiter. However, coastal (off shore) patrols can be conducted, weather permitting, to aide in reducing citizen concern and advancing homeland security issues.
- G. The Marine Unit vessels will only be used for towing disabled boats in the event of an emergency, unless otherwise authorized by the Patrol Bureau Commander or at the direction of the Chief of Police. A list of commercial marine towing facilities in the area will be contacted at the boat owner's request.
- H. Marine Unit vessels will remain secured to the dock or launching area until the motor is running smoothly, and equipment checks have been made.
- I. Personal flotation devices (vests) will be visible and within reach of all persons on board.

Boat fenders will be in place between the dock and vessel, until the vessel leaves the dock.

- J. No civilian will be transported on any Marine Unit vessel without prior approval from a Supervisor or exigent circumstances exist.
- K. Idle only speed zones between SR706 bridge, Alternate A1A bridge, SR707 bridge, and the east inlet marker buoy will be strictly adhered to, unless in pursuit or an emergency exists.
- L. Marine Unit vessels will not be operated on a regular schedule during hours of darkness, but will be specifically assigned functions after dark as needed.
- M. In the event the boat must be operated after dark, a minimum of two officers is required for officer safety and in order to safely navigate the vessel at night.
- N. The depth recorder on the patrol boat will be used at all times when navigating waters not marked as an official channel (Intracoastal Waterway).
- O. Fuel and oil will be charged at the Castaway's or Admiral's Cove Marinas, and signed copies of receipts shall be turned over to the Purchasing Specialist at the end of the shift.
- P. Inspect safety equipment:
 - 1. Fire extinguisher
 - 2. First aid kit
 - 3. Flotation devices
 - 4. Signaling devices
- Q. Ensure mooring lines on board.
- R. Visually check navigational lights, boarding lights, and blue strobe light.

15.15.6 PURSUITS AND EMERGENCY RESPONSE

- A. Marine Unit Officers initiating pursuits and responding to emergency situations will at all times abide by the requirements of General Order 15.3, Vehicular Pursuit and Response to Calls. In addition, due to the special nature of operating a vessel, Marine Unit Officer(s) will also consider the following factors in making the decision to initiate or continue a pursuit:
 - 1. Nature and seriousness of the offense and likelihood of future danger to the public.
 - 2. The time of day, number of swimmers, divers, and other civilians.

3. Other vehicle or vessel traffic present.
4. The sworn members training and experience with the type of emergency conveyance being operated.
5. The condition and performance capabilities of the pursuit emergency conveyance.
6. Sea, visibility, and weather conditions.
7. Possibility of identification, and later apprehension of suspect(s).
8. Availability of other law enforcement units to assist in the pursuit, to include air units.
9. Pursuits while towing boats, trailers, or any other item are prohibited.

B. Vessel regulations during pursuit.

1. The vessel's occupants will have a personal flotation device readily available at all times while in pursuit.
2. The sworn member may engage in the following emergency vessel operations during pursuits:
 - a. Exceed the posted speed zone limits, or other regulatory zone limits, but only after weighing the risks of danger to life, property, and considering whether such action is safe given sea, weather, traffic, time of day, obstructions present on waterways, and other environmental conditions.
 - b. Disregard navigation rules after considering the likelihood of injury or damage to life or property and only when safe to do so.

- C. The provisions of the policy will not relieve the operator of an emergency law enforcement vessel from the duty to operate with due regard for the safety of all persons, nor protect such operator from consequences of exhibiting a negligent disregard for the safety of others.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.16 - VIP Security

Subject: VIP Security

Issued: 06/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 01/09

Signature: *Signature on File*

Revision #: 3

PURPOSE

The purpose of this General Order is to establish procedures for the security of visiting dignitaries.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Upon the approval of the Chief of Police, the Jupiter Police Department will provide for the security of visiting dignitaries when requested by outside agencies. Dignitary protection will be coordinated through the Operations Support Commander.

15.16.1 V.I.P. SECURITY PROCEDURES

- A. It will be the responsibility of the Operations Support Commander to coordinate all components within the Department to ensure the dignitary's safety and to act as a liaison between the Department and all outside agencies.
- B. The Operations Support Commander, upon approval of the Chief of Police or his designee, will:
 1. Provide security for visiting dignitaries.
 2. Render the information, personnel, assistance and equipment necessary to facilitate the safety of those concerned to include the following:
 - a. Provide unmarked police vehicles equipped with police radios.
 - b. Use the SWAT Team to provide tactical and specialized weapons special

support weapons to the uniform patrol officers assigned to the dignitary security detail.

- c. The dignitary security detail will be provided with radios in order to maintain communications with the Department.
 - d. Through Mutual Aid Agreements, advanced tactical weapons and support personnel also may be made available from outside agencies.
- 3. Coordinate efforts and provide plans for physical inspections of the route to be taken, with an alternative route to be designated, if necessary, and identification of problems posed with the route.
 - 4. Be familiar with site to be visited and attendant problems particular to those specific sites.
 - 5. Provide intelligence information on required reference persons, places and situations that may impact negatively on the planned visit.
 - 6. Provide the necessary communications to the visiting dignitary's staff in order to mitigate problems.
 - 7. Ensure that all officers and outside personnel on the detail have identification that is immediately recognizable in the event of an emergency (e.g., police, fire, EMS, tactical, etc.).
 - 8. Make the necessary notifications of all interested parties that the dignitary is within the jurisdiction and provide a written report showing the proposed itinerary for the duration of the stay.
 - 9. Coordinate and provide for emergency first aid, ambulance and medical facilities in the event of an emergency.
- C. The itinerary will be forwarded to the Chief of Police for review and distribution to the Shift Supervisors and other affected Sections/Units, as well as any outside agencies who may be participating in the dignitary security detail.
 - D. The Operations Support Commander, or his designee, will complete a written after action report detailing the event and highlighting any problems incurred as a result of the visit.
 - E. The Chief of Police will review the report and, if necessary, confer with the Operations Support Commander to suggest changes for future operations.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.17 Diplomatic Immunity and Consular Notification

Subject: Diplomatic Immunity and Consular Notification	Issued: 01/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 12/08
Signature: <i>Signature on File</i>	Revision #: 5

PURPOSE

The purpose of this General Order is to establish proper guidelines for handling police incidents that involve persons entitled to privileges generally referred to as "Diplomatic Immunity", as well as listing procedures for consular notification for the arrest, detention and/or death of a foreign national.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Diplomatic and Consular Officers should be accorded their respective privileges, rights and immunities as directed by International law and Federal statutes. These officials should be treated with the courtesy and respect that befit their distinguished positions.

At the same time, it is a well established principle of International law that, without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect laws and regulations. The purpose of these privileges is not to benefit individuals but to ensure the efficient and effective performance of their official missions on behalf of their governments.

DEFINITIONS

Consular Officer - a citizen of a foreign country employed by a foreign government and authorized to provide assistance on behalf of that government to that government's citizens in a foreign country. They may be Consuls General, Deputy Consuls General, Consuls and Vice Consuls.

Diplomatic Officer - an officer of a foreign government assigned to an embassy in Washington, D.C. Many diplomatic officers are authorized by their governments to perform consular

functions, and thus act as consular officers.

Foreign National - any person who is not a U.S. citizen. The terms "foreign national" and "alien" are used interchangeably. Foreign nationals include lawful permanent resident aliens who have a resident alien registration card (greens card) and "illegal" aliens.

15.17.1 DIPLOMATIC IMMUNITY

- A. Diplomatic Immunity is a principle of International law by which certain foreign government officials are not subject to the jurisdiction of local courts and other authorities for both their official and, to a large extent, their personal activities. Employees of a diplomatic mission are entitled to the same immunities under current U.S. Law (22 U.S.C. 254(a) et seq.) if they are not nationals of or permanently residing in the receiving country.
- B. Associated with this personal immunity is the inviolability enjoyed by the premises of the mission of the sending state and the private residence of a diplomatic agent, his property, papers and correspondence.

15.17.2 DIPLOMATIC AGENTS

- A. Ambassadors and ministers are the highest ranking diplomatic representatives of a foreign government. Other diplomatic titles are Minister Counselor, Counselor, First Secretary, Second Secretary, Third Secretary and Attaché. These officials are located either in Washington, D.C. or in New York City.
- B. Diplomatic Officers and their families are protected by complete personal inviolability, which means they may not be handcuffed (except in extraordinary circumstances), arrested, or detained; and neither their property (including vehicles) nor residences may be entered or searched.
- C. Official administrative and technical staff are protected by unlimited immunity from arrest, detention, or prosecution with respect to any civil or criminal offense. No person protected will be arrested or retained for any reason.
 - 1. Any Diplomatic Officer or Ambassador found driving while under the influence of alcoholic beverages or narcotic drugs will be released to family members, friends, or taken home.
 - 2. Officers encountering Diplomatic Officers or Ambassadors who meet the criteria for Baker or the Hal S. Marchman Substance Abuse Act treatment will contact the embassy of the nation concerned, or, if contact cannot be made, with the U.S. Department of State in Washington, D.C., in order to determine what action to take.
- D. Refer to the U.S. State Department's Diplomatic and Consular Privileges and Immunities from Criminal Jurisdiction Summary of Law Enforcement Aspects chart for general rules regarding Diplomatic Immunity.

15.17.2 CONSULAR OFFICERS

- A. Consular Officers are required to be treated with due respect, and all appropriate steps are to be taken to prevent any attack on their person, freedom or dignity. They are entitled to limited immunities as described below.
- B. Immunities Accorded to Career Consular Officers Under prevailing International law and agreement, a foreign career Consular Officer is not liable for arrest or detention pending trial except in the case of a grave crime (felony offense that would endanger the public safety) and pursuant to a warrant. Their immunity from criminal jurisdiction is limited to acts performed in the exercise of consular functions and is subject to court determination.
1. Officers will not arrest consular officers for a misdemeanor law violation or a violation of municipal ordinance. If an officer has reason to arrest a consular officer for a misdemeanor law violation or a municipal ordinance violation, he will contact the State Attorney's Office and request that a summons be issued.
 2. Release of consular officers found driving while under the influence of alcoholic beverages or narcotic drugs, or treatment of consular officers who meet Baker or the Hal S. Marchman Substance Act criteria, will be handled in the same manner as diplomatic officers and ambassadors.
 3. Foreign consular officers may be issued a traffic citation for committing a non criminal traffic infraction.
- C. Consular Archives, Documents, Records and Correspondence The consular archives, documents and official correspondence are inviolable at all times and wherever they may be found.

15.17.4 CONFIRMATION OF STATUS

- A. Diplomatic and consular officers have identification cards issued by the Department of State. If there is any doubt of the authenticity of a State Department identification card, contact the State Department at one of the below numbers to have the identity and status of the official verified.

State Department's Office of Protocol

During normal business hours:
(202) 647 1985

All other hours:
(202) 647 7277

- B. While such confirmation is being made, the individual in question should NOT be arrested, but detained under as discreet and tactful conditions as possible.

- C. Instructions from the U.S. Department of State will be followed without variation. A full report detailing any incident involving diplomatic persons will be prepared and forwarded to the Chief of Police immediately.

15.17.5 FOREIGN NATIONALS AND CONSULAR NOTIFICATION

- A. When a foreign national is arrested or detained (brief routine detentions, such as traffic stops, crash investigations or NTAs are not considered notification situations):
1. Determine the foreign national's country. In the absence of other information, assume this is the country in whose passport or other travel documents the foreign national travels.
 2. If an arrestee is not born in the United States, ask them if they are a US citizen. If they are not a US citizen, then they are a foreign national, regardless of how long they have lived in the United States. The country of birth shall be listed on the Rough Arrest form, and that information conveyed to the Palm Beach County Jail, along with the remaining arrest paperwork.
 3. Persons with dual citizenship are recognized as US citizens and thus consular notification is not necessary.
 4. If the foreign national's country is not on the mandatory notification list:
 - a. Offer, without delay, to notify the foreign national's consular officials of the arrest/detention. See statement 1 below.
 - b. If the foreign national asks that the consular notification be given, notify the nearest consular officials of the foreign national's country without delay.
 5. If the foreign national's country is on the list of mandatory notification countries:
 - a. Notify the Country's nearest consular officials, without delay, of the arrest/detention.
 - b. Tell the foreign national that you are making this notification. See Statement 2 below.

Statement 1 - When consular notification is at the foreign national's option:

"As a non U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel, and may contact your family and visit you in detention, among other things. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you. Do you want us to notify you

country's consular officials?"

Statement 2 - When consular notification is mandatory:

"Because of your nationality, we are required to notify your country's consular representatives here in the United States that you have been arrested or detained. After your consular officials are notified, they may call or visit you. You are not required to accept their assistance, but they may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. We will be notifying your country's consular officials as soon as possible."

- B. The following Departments can assist in locating the appropriate governmental official:

During normal business hours:

Florida Department of State's Office of International Affairs (850) 414 1727, or

US Department of State's Office of Public Affairs and Policy Coordination for Consular Affairs (202) 647 4415.

At all other hours:

US Department of State's Operations Center 24 hour line - (202) 647 1512.

15.17.6 DEATHS OF FOREIGN NATIONALS

- A. If the Jupiter Police Department becomes aware of the death of a foreign national occurring within the Town of Jupiter, the Department will notify the nearest consulate of that national's country of the death.
- B. This notification is mandatory for all foreign nationals, regardless of whether they are a mandatory notification country or not.
- C. Notification must be made to the national's consulate in addition to any family notification that has been made.

15.17.7 INTERNATIONAL DRIVING PERMITS

- A. International Driving Permits are for visiting foreign nationals only and they are not an accepted identity document and such not be used as such.
 - 1. It is a gray paper document which will not display the United Nations symbol or name.
 - 2. It is issued as a supplemental document to the person's driver's license by that person's country of origin.

3. It is the only document required to operate a vehicle in the United States.
- B. Law enforcement has the right to request additional forms of identification, i.e., passport or driver's license issued by the person's originating country to verify identity.
- C. The US Department of State issues driving permits to all qualified Diplomatic personnel operating vehicles in the US and those persons are instructed to carry a Diplomatic Identification Card, as well as a passport.
- D. Foreign Nationals claiming Diplomatic Immunity who do not possess appropriate documents can be confirmed as to immunity status by calling (202)647-7277 (24hrs).
- E. Any traffic citations issued to subjects possessing an international driver's license will be faxed to the US Department of State for maintaining records for international driver's licenses. [Fax](202)736-7559

APPENDIX - MANDATORY NOTIFICATION COUNTRIES

Algeria	Guyana	Saint Vincent/Grenadines
Antigua and Barbuda	Hong Kong ²	Seychelles
Armenia	Hungary	Sierra Leone
Azerbaijan	Jamaica	Singapore
Bahamas	Kazakhstan	Slovakia
Barbados	Kiribati	Tajikistan
Belarus	Kuwait	Tanzania
Belize	Kyrgyzstan	Tonga
Brunei	Malaysia	Trinidad and Tobago
Bulgaria	Malta	Tunisia
China ¹	Mauritius	Turkmenistan
Costa Rica	Moldova	Tuvalu
Cyprus	Mongolia	Ukraine
Czech Republic	Nigeria	United Kingdom ³
Dominica	Philippines	U.S.S.R. ⁴
Fiji	Poland (non-permanent residents only)	Uzbekistan
Gambia , The	Romania	Zambia
Georgia	Russia	Zimbabwe
Grenada	Saint Kitts and Nevis	
Ghana	Saint Lucia	

1. Notification is not mandatory in the case of persons who carry "Republic of China" passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office ("TECRO"), the unofficial entity representing Taiwan's interests in the United States, can be notified at their request.
2. Hong Kong reverted to Chinese sovereignty on July 1, 1997, and is now officially referred to as the Hong Kong Special Administrative Region, or "SAR." U.S. officials are required to notify Chinese officials of the arrest or detention of the bearers of Hong Kong passports in the same manner as is required for bearers of Chinese passports-- i.e., immediately, and

in any event within four days of the arrest or detention.

3. British dependencies also covered by this agreement are Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Their residents carry British passports.
4. Passports may still be carried

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.18 Ride Along Program**

Subject: Ride Along Program	Issued: 10/92
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 8/18
Signature: <i>Signature on File</i>	Revision #: 8

PURPOSE

The purpose of this General Order is to establish guidelines for the transportation of persons other than Jupiter Police Department personnel who may be permitted to ride as passengers in on duty police vehicles. Attire and conduct of such guests are also addressed.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

It is the policy of the Jupiter Police Department to allow certain authorized persons to accompany a sworn police officer for the purpose of familiarization with Town geography and/or patrol operations. Certain restrictions and procedures will apply to those persons who may be authorized to ride along as passengers in a Jupiter Police vehicle.

15.18.1 RESPONSIBILITY FOR PROGRAM

- A. The responsibility for the Department's Ride Along Program will be charged to, but not limited to, the Shift Supervisors under the direction of the Office of Professional Standards Commander.
- B. All requests to participate in the program will be submitted via the chain of command to the Office of Professional Standards or his designee. Refer to the Ride Along Application Form.
- C. Assignments will be made by the Shift Supervisors who will ensure that the Liability

Release Form, the Participant Survey Form, and the Officer Ride Along Report are properly completed and forwarded to the Office of Professional Standards Commander for filing.

- D. Shift Supervisors will be required to meet with the participant upon their arrival at the police department. To maintain our professional standards and image, Supervisors will ensure that participants are wearing appropriate professional civilian attire. They will also provide a tour of the facility and introduce the participant to the officer designated to provide the ride along.

15.18.2 PROVISIONS FOR ELIGIBILITY OF PARTICIPANTS

- A. All participants must be at least 18 years of age, unless specifically authorized by the Chief of Police.
- B. Persons authorized to ride in police vehicles will participate in a passenger/observer capacity only. Participants are not permitted to take part in any police action, assist in conducting investigations, or perform any other police task or function.
- C. Participants are not permitted to operate or use any Jupiter Police Department police vehicles, firearms or weapons, or any other police equipment.
- D. Participant eligibility guidelines are outlined in section 15.8.4 Ride-Along Categories of Participants within the policy.
- E. Assignments will be limited to the Patrol Bureau. Requests to ride with other units will be forwarded to the appropriate Division Commander for review and approval prior to being submitted to the Office of Professional Standards Commander, or his designee.
- F. To maintain our professional standards and image, participants will be required to wear appropriate professional civilian attire.

15.18.3 OBSERVER CONDUCT

- A. It is possible that situations might arise that would expose the participant to undue danger, violence, or other hazardous conditions. In such cases, the officer will exercise discretion and has the prerogative to temporarily discharge the passenger at a suitable location while responding to and handling a call for service.
- B. Any person submitting a request to participate as a passenger/observer may be rejected if such participation would not serve the best interest of the Department.
- C. Any officer having knowledge of facts or circumstances that would tend to show a person is unsuitable for participation in the program should make these known facts to the Shift Supervisor.
- D. Each participant is under the direct and complete control of the officer to which he/she is

assigned. An officer experiencing difficulty with a participant has the option to discharge the rider at the Police Department. In such cases, the officer will contact the Shift Supervisor and forward a memo explaining the circumstances to the Supervisor prior to the end of the shift.

- E. The Chief of Police may prohibit an individual from future participation in the program if it would be in the best interest of the Department.

15.18.4 RIDE-ALONG CATEGORIES OF PARTICIPANTS

A. Private Citizens

1. A signed Liability Release Form, Ride Along Application, and Participant Survey are required for participants in this category.
2. Participation will be limited to one ride along per 90 days. Participation will be restricted to a maximum of four hours between 0700 and 2300 hours.
3. A background check of the prospective participant will be completed by the Office of Professional Standards Commander, or his designee, for security and officer safety considerations.

B. Members of the Media

1. This category includes and is limited to full time, bona fide members of a news media organization.
2. A Liability Release Form must be signed prior to assignment.
3. No restrictions are placed on the number, time, or duration of participants in this category.

C. Sworn Law Enforcement Officers

1. This category applies to sworn Law Enforcement Officers in the State of Florida.
2. A Liability Release Form must be signed prior to assignment.
3. Florida Certified Law Enforcement Officers will be permitted to carry their own firearms upon confirming their credentials.
4. No restrictions are placed on the number, time, or duration of participants in this category.

D. Law Enforcement Explorers

1. This category applies to active members of Jupiter Police Law Enforcement Explorer Post #712 who have met the minimum requirement for participation in the Ride Along program set forth in the Post By Laws.
2. All applicable liability releases and waivers must be signed and on file. Copies of all releases will be maintained in a notebook carried by the Explorer during any ride along.
3. Participation will be limited to a period of no less than two hours and no more than four hours in length, not to exceed sixteen hours in a one month period. All Explorer ride alongs will take place between 0700 and 2300 hours on any day of the week.
4. All Explorer ride alongs will be approved, in advance, by the Post Advisor and the appropriate Shift Supervisor.

E. Police Department Applicants

1. This category applies to all individuals who are applying for a sworn or non-sworn position with the Jupiter Police Department
2. A Liability Release Form must be signed prior to assignment.
3. No restrictions are placed on the number, time, or duration of participants in this category.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.19 - Sexual Predators/Offenders**

Subject: Sexual Predators/Offenders	Issued: 03/98
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 11/18
Signature: <i>Signature on File</i>	Revision #: 3

PURPOSE

The purpose of this general guideline is to establish guidelines to ensure compliance with statutory requirements set forth regarding sexual predators and sexual offenders.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

These guidelines will cover receipt of sexual predator and sexual offender registration information, public notification and follow-up, and the responsible components within the organization whose job it will be to assure all necessary, appropriate, and mandatory requirements are met.

DEFINITIONS

Sexual Predator - A person who has committed one of several "one is enough" sexual predator offenses as defined by law (F.S.S. 775.21) or any person who has committed a "second offense" sexual predator offense or a listed sexual offense after having been previously been found to have committed certain other listed sexual offenses as defined in the statutes.

Sexual Offender - A person convicted of committing, attempting, conspiring or soliciting to commit any violations as defined by F.S.S. 943.0435 and who is released on or after 10/01/97 from the sanction imposed by reason of conviction of his/her sexual offender offense.

Sexual Predator Coordinator (SPC) - The person assigned to establish, maintain and follow-up

all information on sexual predators and sexual offenders located within the town limits of Jupiter. The SPC is also responsible for dissemination of information to all officers and to the public.

15.19.1 SEXUAL PREDATOR / SEXUAL OFFENDER REGISTRATION

- A. Sexual predator or sexual offender registration can only be accomplished through direct contact by the offender/predator with the Florida Department of Law Enforcement or the Sheriff's Department of the county the predator / offender will reside in.
- B. Any person contacting any Jupiter Police Department member wanting to register as an predator / offender will be identified and will be directed to either FDLE or the Palm Beach County Sheriff's Office.
- C. The department member will forward the name of the subject and current address (if located in Jupiter) to the Sexual Predator Coordinator for informational purposes.

15.19.2 SEXUAL PREDATOR COORDINATOR

Upon receipt of notification from the Palm Beach County Sheriff's Office of Sexual Predator/Sexual Offender Registration or FDLE notification via teletype of a newly released sexual predator / sexual offender moving into the Town, the Sexual Predator Coordinator will:

- A. Determine if the subject is still incarcerated or released.
- B. If still incarcerated, obtain an expected release date.
- C. Verify any and all information received.
- D. All sexual predator/offender information will be updated and maintained through the FDLE website.

15.19.3 SEXUAL PREDATOR / OFFENDER NOTIFICATION PROCEDURES

- A. Community notification for sexual offenders will be done at the discretion of the Chief of Police.
- B. Community notification for sexual predators will be as follows: The Sexual Predator Coordinator, after all information is verified, will:
 - 1. Notify all schools, licensed day cares, elementary schools, middle schools and high schools within one-mile radius of sexual predator residence within 48 hours of receiving FDLE or PBSO notification of residency.
 - 2. Notify all Parks and Recreation facilities within the Town of Jupiter within 48 hours.

3. Forward a copy of all predator information to the Public Information Officer for record and reference if he/she is approached by the media.
- C. If sexual predator/offender is located within a neighborhood that holds homeowner meetings, the Neighborhood Enhancement Team and the Sexual Predator Coordinator will coordinate efforts so these communities can also review or ask questions at their scheduled meetings.

15.19.4 THE PUBLIC INFORMATION OFFICER

- A. The PIO will be responsible for public notification to all local media in a manner deemed appropriate by the Chief of Police.

15.19.5 FOLLOW-UP PROCEDURES

- A. The Sexual Predator Coordinator will maintain information on known and registered sexual predators and sexual offenders within the town limits of Jupiter.
- B. The Sexual Predator Coordinator will make periodic checks on each subject on file to ensure the subject is in compliance with statutory requirements.
- C. If any subject is found to be in violation, the Sexual Predator Coordinator will file for a warrant with the State Attorney's Office. Reasonable efforts to locate and apprehend the subject will be made.
- D. If the status of any sexual predator or sexual offender is found to have changed a notification will be made through FDLE.
- E. Notification procedures will be re-initiated as necessary.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.2 - Domestic Violence

Subject: Domestic Violence

Issued: 02/92

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 05/10

Signature: *Signature on File*

Revision #: 7

PURPOSE

The purpose of this General Order is to establish guidelines for the response to and investigation of allegations of domestic violence, as defined by Florida Statutes.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The purpose of this policy is to reduce the incidence and severity of domestic violence, protect victims of domestic violence, provide them with support through a combination of law enforcement and community services, and promote officer safety by ensuring that officers are fully prepared to effectively deal with domestic violence calls for service.

Domestic violence investigations will be actively pursued by the Jupiter Police Department and an arrest will be the *preferred response* in situations where probable cause exists. Priority will be given to ensuring victim safety and referral to appropriate services.

DEFINITIONS

Dating Violence - (*pertains only to Sections 15.2.9 and 15.2.10, Injunction for Protection Against Repeat Violence it does not apply to Domestic Violence*) - means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship will be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and

3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.
4. The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

Sexual Violence - (*pertains only to Sections 15.2.9 and 15.2.10, Injunction for Protection Against Repeat Violence it does not apply to Domestic Violence*) - means any one incident listed below, regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by the state attorney.

1. Sexual battery, as defined in chapter 794;
2. A lewd or lascivious act, as defined in chapter 800, committed upon or in the presence of a person younger than 16 years of age;
3. Luring or enticing a child, as described in chapter 787;
4. Sexual performance by a child, as described in chapter 827; or
5. Any other forcible felony wherein a sexual act is committed or attempted,

Domestic Violence - means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

Family or Household Member - means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, or persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Preferred Arrest - The preferred resolution to the domestic violence incident will be arrest when probable cause exists.

15.2.1 COMMUNICATIONS

- A. Communications personnel will dispatch units in all situations involving domestic violence. The priority of a domestic violence call will be gauged in accordance with the priority criteria prescribed by generally applicable departmental procedures.
- B. Whenever possible, Communications personnel will dispatch two officers to the scene.

- C. In addition to the information normally gathered, an effort should be made to determine the following and relay it to officers responding to a domestic violence call:
1. Whether there is need for medical treatment;
 2. Suspect's actions against the victim;
 3. Whether the suspect is present and, if not, the suspect's name, relationship to victim, description and possible whereabouts;
 4. Whether the suspect is aware that law enforcement has been called and/or has made any threats toward responding officers;
 5. Whether weapons, dangerous animals or other threats to officer safety are present at the scene;
 6. Whether the offender is under the influence of drugs or alcohol;
 7. Whether there is anyone else at the scene, including children;
 8. Whether the victim has a current injunction or equivalent order; and
 9. Complaint history at the location
- D. Communications personnel will ascertain whether the victim has special needs (e.g., hearing impaired, does not speak English, etc.). Communications personnel will inform the officer of the special need and will attempt to make available to the officer(s) the appropriate resources (whenever possible, an interpreter resource should be unaffiliated with the victim and the perpetrator).
- E. Communications personnel will not ask the victim whether she or he plans to participate in any later prosecution.
- F. If the crime is in progress, Communications personnel will keep the complainant on the phone and/or ask him/her not to hang up the phone even if she or he is away from it, provided the victim is not in any immediate danger. If Communications personnel cannot remain on the telephone with the victim, they will attempt to call back periodically to check on the progress of events and relay this information to the responding officer.
- G. For 9 1 1 or other emergency call hang ups where the location information is available, Communications personnel will always attempt a call back and will dispatch a unit.
- H. Communications personnel will not cancel the officer(s) response to the domestic violence complaint regardless if the request is made during the initial call or a follow up call. However, Communications personnel will advise the responding officers of the request.

15.2.2 OFFICER RESPONSE AND ENTRY

- A. Officers responding to domestic violence calls will regard each incident as a potential hazardous situation and will apply proper officer safety techniques.
- B. If entry is refused, the officers will be persistent about seeing and speaking alone with the victim. If access to this person is refused, officers will request Communications to contact the victim by phone.
- C. If access is still refused and the officers have reason to believe that someone is in imminent danger, the officers should use appropriate force to gain entry.

15.2.3 ON-SCENE INVESTIGATION

- A. Officer(s) responding to a domestic violence complaint will first take necessary actions to ensure the safety of all persons at the scene. This includes:
 - 1. Separating the victim and the offender physically, verbally, and if possible, visually (if circumstances permit, move them into separate rooms);
 - 2. Taking possession of all weapons and securing any other weapons that pose an immediate threat at the scene, seizing only in accordance with legal guidelines;
 - 3. Assessing the severity of injuries to the parties and applying or calling for the appropriate level of aid for any injured parties; and
 - 4. Locating and checking the welfare of any children and others at the scene.
- B. On scene investigation should include the following:
 - 1. Interview all parties and potential witnesses, including children (recognizing the unique sensitivities of children involved in domestic violence situations) and neighbors. These persons should be interviewed separately and out of visual/hearing range of each other, if possible.
 - 2. If communications are impaired by the special needs (i.e., hearing impaired or does not speak English) of any party, the officer, where possible, should request that appropriate resources be made available via a phone or at the scene.
 - 3. Determine if the relationship is "domestic" (as defined by Florida law) and what crime or crimes may have occurred.
 - 4. Determine the nature and extent of all injuries, including defensive wounds (e.g., on the inside of the arms or palms of the hands).
 - 5. Ascertain whether a female victim is pregnant and whether and how the suspect is

aware of her condition. Obtain the name of the health care provider, if possible.

6. Determine who the primary aggressor is using the following factors and the officer's judgment:

- a. Extent of any injuries inflicted,
- b. Fear of physical injury because of past or present threats,
- c. Actions taken in self defense or to protect oneself,
- d. History of domestic abuse perpetrated by one party against the other, and
- e. Existence or previous existence of orders for protection.

7. Record in writing or with a recorder (officers are encouraged to use tape recorders):

- a. Any statements of the victim, suspect, and/or witnesses that may be categorized as exemptions to the hearsay rule including excited utterances and spontaneous statements. Note the exact words used, using quotation marks; indicate the approximate time frame when the statements were made; and record the emotional condition of the speaker.

- b. Any relevant statements, including self serving ones, made by the suspect.

8. Collect and record physical evidence and, where appropriate, take color photographs and/or videos of injuries and property damage. Seize plain view evidence.

9. If possible, consistent with Chapter 741 F.S., obtain sworn written or taped statements from the victim and any witnesses, including children, as appropriate. The officer(s) should attempt to obtain a written or taped statement from the suspect as well.

15.2.4 ARRESTS

- A. Arrest is the preferred response to domestic violence when probable cause exists. That is, when probable cause has been established that an act of domestic violence has occurred, an arrest should be made pursuant to Chapter 901 F.S.
- B. When determining probable cause, the officer(s) should consider their observations and any statements by parties involved and any witnesses, including children. They should proactively determine all the crimes for which there is probable cause (including sexual battery, threats of violence amounting to assault, battery on a pregnant female).
- C. Factors that should not be considered in determining whether an arrest will be made include:

1. Marital status; sexual orientation; race; religion; profession; age; disability; cultural, social or political position; socioeconomic status of either party;
2. Ownership, tenancy rights of either party, or the fact the incident occurred in a private place;
3. Victims' request that an arrest not be made;
4. Belief that the victim will not cooperate with criminal prosecution or that the arrest may not lead to a conviction;
5. Verbal assurances the abuse will stop;
6. The fact that the suspect has left the scene;
7. Disposition of previous police calls involving the same victim or suspect;
8. Denial by either party that the abuse occurred when there is evidence of domestic abuse;
9. Lack of a court order, restraining or restricting the suspect;
10. Concern about reprisals against the victim;
11. Adverse financial consequences that might result from the arrest;
12. Chemical dependency or intoxication of the parties;
13. Assumptions as to the tolerance of violence by cultural, ethnic, religious, racial or occupational groups;
14. Absence of visible injury or complaints of injury; and
15. Presence of children or the immediate dependency of children on the suspect.

D. The officers making an arrest will inform the arrestee that domestic violence is a crime and that the State of Florida, not the victim, is responsible for the prosecution. The responding officers will not initiate discussion of or accept a complaint withdrawal, or have the victim sign a Waiver of Prosecution form.

E. If the officers determine that a crime has been committed and that the suspect has left the scene, the officers will make every attempt to:

1. Conduct a search of the immediate area;
2. Obtain information from the victim and witnesses as to where the suspect might be

located; and

3. Prepare a complaint affidavit and complete other appropriate paperwork for referral to the State Attorney's Office in accordance with departmental policy, if the offender cannot be located.

F. Dual Arrests:

1. The Jupiter Police Department discourages dual arrests in order to avoid arresting the victim. Where there are allegations of mutual assault, the officer will determine whether there is sufficient evidence to conclude that one of the parties is the primary aggressor.
2. If the primary aggressor alleges that he or she is also the victim of domestic violence, then it is imperative the officer thoroughly investigates the allegation to determine whether it was an act of self defense or an act of aggression.
3. If it was a separate act of aggression, then the officer will make an arrest or file a request for prosecution on the secondary aggressor.
4. If the officer concludes that it was an act of self defense, no arrest will be made of the secondary aggressor.
5. If dual arrests are made, the facts supporting each arrest must be clearly documented.

- G. Officers will not threaten, suggest or otherwise indicate the possible arrest of all parties or the removal of the children from the home, with the intent of discouraging requests for intervention by law enforcement by any party.

15.2.5 DOMESTIC BATTERY FILING

A. Domestic Battery Filing Packets must include the following items:

1. Rough Arrest
2. Domestic PC Affidavit
3. Offense Incident Report
4. Victim/Witness Statements
5. 911 Recording
6. Photos

B. It is the arresting officer's responsibility to:

1. Create two (2) photo CDs.
 - a. One (1) photo CD will be submitted into Evidence as the original and will be

documented as such on a property receipt.

- b. One (1) photo CD will be marked “copy” and forwarded to Records with the completed arrest filing packet paperwork. A property receipt is not needed for this copy.
2. Complete a Communications Request for the 911 call and forward the original to Communications. Make a copy of the request and include it in the filing packet.
3. Forward all paperwork, along with the copy of the Communications Request for the 911 recording and a copy of the photo CD to Records.

Note: *Domestic Battery Filing Packets must be submitted within ten days and they cannot be submitted unless all of the above information is included, therefore, the Filing Packet must be completed before going off duty.*

- C. Communications will deliver the completed 911 recording to Records, and an additional copy will be submitted to Evidence.
- D. If there is no 911 recording or photos for a particular case, please state so in the PC Affidavit.
- E. Photos and 911 recordings are not needed for Domestic Battery Warrants or for Juvenile Domestic Battery Cases. They are only needed in cases in which the defendant is an adult and has been physically arrested.

15.2.6 VICTIM SUPPORT

- A. The officer will attempt to identify and utilize resources to assist in his or her interactions with non English speaking citizens (e.g., victims, witnesses, and suspects) or citizens with communication disabilities. However, the officer should attempt to avoid the use of friends, family or neighbors serving as the primary interpreter for the investigation.
- B. The officer will attempt to gain the victim’s trust and confidence by showing understanding, patience and respect for personal dignity and using language appropriate to the age, educational level and emotional condition of the victim.
- C. In accordance with Chapter 741.29 F.S., officers must:
 1. Assist the victim in obtaining any needed medical treatment;
 2. Inform the victim of the availability of a certified domestic violence center; and
 3. Give the victim a copy of the "Legal Rights and Remedies Notice to Victims" brochure, in English or Spanish as appropriate, which provides:

- a. A telephone number for the local domestic violence center (also, inform the victim of other specialized domestic violence resources available in the community),
- b. Information about the right to file a criminal complaint with the State Attorney's Office, and
- c. Information about injunctions for protection.

D. Officers should:

1. Convey to the victim concern for his or her safety;
2. Inform the victim about how to get an injunction in the fastest possible manner;
3. Advise the victim the incident report will be sent to the local domestic violence center;
4. Advise the victim of what to expect in the near future with regard to the processing of the case by the system, including an assessment of the probability that the accused may be in custody for only a short period of time;
5. The victim or appropriate next of kin of the victim or designated contact of victim; in the case of domestic violence, will be asked at the time the Incident Report is taken, to complete a Victim Notification Form. Upon completion of the Victim Notification Form, a copy will be attached to the Incident Report.
6. Tell the victim that domestic violence is a crime and the sole responsibility for decisions regarding whether charges are filed is with the State and not the victim;
7. If an arrest is not made, inform the victim of the reason(s) and of his/her options independent of law enforcement (as indicated in the "*Legal Rights and Remedies Notice to Victims*" pamphlet);
8. Advise the victim to notify the agency of additional incidents or new information.

E. The officer should not leave the scene of the incident until the situation is under control and the likelihood of further violence has been eliminated.

1. If the victim is leaving, the officer should remain at the scene for a reasonable period of time while the victim gathers necessities for a short term absence from home.
2. If the victim is the party leaving the scene, the officer should ask for their contact information out of hearing range of the perpetrator.

F. If the victim requests to go to a shelter, she will be referred to a certified domestic violence

shelter. The officer will arrange for or provide transportation to the certified shelter if the victim is approved for shelter intake, or arrange for or provide transportation for the victim to an alternative location of the victim's choice in the local area.

G. **Care of Children:** Officers will see to the appropriate care of children as victims or dependents.

1. In child abuse situations, the officer will call the State Abuse Registry Hotline at [1 800 96 ABUSE].
2. If, as a result of arrests and/or hospitalizations, there is no parent, legal guardian, or relative to care for the children or to direct the officer as to the appropriate temporary placement of the children, the officer will contact the State Abuse Registry Hotline for the purposes of determining placement.
3. The officer should indicate in the report the identity and address of the person taking custody of the children.

H. **Care of Dependent Adults:** When an elderly or disabled adult is either a victim of the violence or reliant on the victim or suspect who can no longer provide care, the officer should make appropriate arrangements for the person's care. In the case of abuse, the officer will call the State Abuse Registry Hotline at [1 800 96 ABUSE].

I. If indicators for future violence exist, the officer should speak to appropriate agency authorities to arrange for increased patrol in the area.

15.2.7 INITIAL RESPONSE: REPORT WRITING

- A. In accordance with Chapter 741.29(2) F.S., the officer will prepare a written police report if there has been an allegation of domestic violence, regardless of whether an arrest has been made. If no arrest is made, the report will include a description of any observed injuries and the reason(s) no arrest was made. A copy of the report will be sent to the nearest certified domestic violence center within 24 hours after receipt of the report by records.
- B. The incident report prepared by the officer should specify "Domestic Violence" in the Event Data section (Offense Description). A domestic violence report should include, but need not be limited to:
1. Information provided by Communications personnel (the officer should consider the evidentiary value of the 9 1 1 call);
 2. Descriptive information regarding the victim and suspect, including demeanor of each;
 3. Written and oral statements obtained from the victim and suspect (including excited utterances and their approximate time frame) and an explanation if written

statements were not obtained;

4. A list of witnesses and their statements (including excited utterances and their approximate time frame) and the identities of all officers on the scene;
 5. A description and location of observed injuries, description of medical treatment rendered and statement about whether an offer of medical treatment was refused;
 6. The name of the medical treatment provider and the names of any other health care providers, including EMS personnel;
 7. A description of all other physical evidence including photographs taken and of what;
 8. A description of steps taken to locate the suspect if he or she was not at the scene;
 9. A list of indicators of threats to future victim and child safety (e.g., threats made, including history of abuse, killing of pets, use of substances, other unusual behavior);
 10. Information regarding whether children were present and how they were cared for;
 11. Information regarding whether an injunction is in effect and, if it is, reference to this order and a copy if possible;
 12. A statement regarding any special needs (including language barriers, disabilities) of the parties involved;
 13. An indication that the victim received the "Rights and Remedies" pamphlet;
 14. If no arrest was made, an indication that the officer advised the victim of the reasons why an arrest was not made;
 15. Any information that may be relevant to the assessment of bond or issuance of a "No Contact" order upon first appearance release; and
 16. The name and phone number of a person (e.g., family member, employer) who can contact the victim.
- C. The victim's name and contact information will not be blotted out on incident reports going to the local certified domestic violence center, except in cases involving sexual battery, child abuse, a lewd or lascivious act, or indecent assault upon or in the presence of a child.
- D. When appropriate, the officer should request the victim sign a Release of Medical Records Form (related to any domestic violence incidents), as well as the Victim Notification Form.

15.2.8 FOLLOW-UP INVESTIGATION, REFERRAL AND REPORT WRITING

A. A follow up investigation may be required and could include:

1. Interviewing victims who were physically or emotionally unable to be properly interviewed or to provide a statement. The victim should be re contacted for this purpose or to obtain additional details relevant to the investigation.
2. Taking color photographs of victim injuries that may not have been apparent or visible at the time of the initial response.
3. Interviewing neighbors or other potential witnesses.
4. Ascertaining if the suspect is on parole, probation and/or pretrial release and obtaining the name and phone number of the appropriate probation/parole/pretrial officer.

B. In the supplemental follow up report, the investigating officer will document the steps of the investigation. This will include documenting interviews and any other tasks performed pertinent to the investigation.

C. In cases where a physical arrest was not made, the related police report and charging documents required by the State Attorney's Office should be forwarded to them as soon as possible, for review. If a warrant is issued, the investigating officer should attempt to serve or affect service of the warrant.

D. The agency should ensure that a copy of the original report has been forwarded to the certified domestic violence center as required by law.

15.2.9 OFFICER INVOLVED DOMESTIC VIOLENCE CASES

A. Responding to the Incident:

1. If Communications personnel receive a call for assistance at a scene where an officer is alleged to be a domestic violence offender, a supervisor will be notified. Additionally, other department personnel will be notified in accordance with department policy, which addresses procedures for when officers are alleged perpetrators of crime.
2. The responding officer(s) should ensure that a supervisor has been notified and otherwise handle the situation on the scene in a manner consistent with the policies used in all domestic violence cases.
3. If an arrest is made, applicable departmental policies related to duty status, assignment, suspension, etc. will be adhered to.
4. If a criminal investigation is required, applicable departmental policy should be followed. This investigation should be completed before the subject officer is

interviewed by departmental personnel for any administrative investigation associated with the event.

- B. An administrative investigation will be initiated to determine if the officer has violated any departmental policies.
- C. When an officer is served with any protective injunction, he/she is required to notify a supervisor prior to the beginning of their designated shift. Further, the officer is required to keep departmental authorities informed of their case status. If the officer is a first responder and/or is likely to investigate high stress calls (including domestic violence calls), the department will consider a temporary reassignment for the officer.
- D. In cases where the temporary injunction is extended to become a "permanent" injunction, the officer should be sent for psychological evaluation to determine his/her fitness for duty and/or be referred to an Intervention Program.
- E. Department policy regarding an officer's possession of weapons while under a final order of injunction or following his/her conviction for domestic violence will be consistent with State (F.S. 790.233) and Federal {18 U.S.C. § 922(d)(8), 922(g)(8), 922(d)(9), 922(g)(9), and 18 U.S.C. § 925} law.
- F. Any officer, who witnesses or otherwise has firsthand or well founded knowledge of a domestic violence incident involving another officer in the department, must report that incident to a supervisor.
- G. Incidents in which a law enforcement officer from another agency or jurisdiction is arrested will require a supervisor to notify the employing agency of the specific charge and the time of arrest, prior to the end of the shift during which the arrest was made.
- H. If an officer from this agency is arrested for a domestic violence incident, he/she must notify his/her supervisor prior to the beginning of their next scheduled shift, or as soon as possible.

15.2.10 RESTRAINING AND PROTECTIVE ORDERS

- A. This policy section applies to both temporary and final **domestic violence injunctions, repeat violence injunctions, dating violence injunctions or sexual violence injunctions.**
- B. Upon determination of probable cause, an officer may make a physical arrest of the respondent if he/she willfully and knowingly violates a term or condition of the injunction set by the issuing judge:
 - 1. Refusing to vacate the shared premises within the time limits stated on the injunction;
 - 2. Going to the petitioner's residence, school, place of employment, or a specified place

frequented regularly by the petitioner and any named family member or household members;

3. Committing an act of domestic violence against the petitioner;
4. Committing any other violation of the injunction through an intentional unlawful threat, word, or act to do violence to the petitioner; or
5. Telephoning, contacting or otherwise communicating with the petitioner directly or indirectly unless the injunction specifically allows indirect contact through a third party.

- C. An officer should make an arrest for a **criminal violation** of the term of an injunction pursuant to F.S. 741.31 (Domestic violence injunctions) or F.S. 784.046 (Repeat violence, dating violence, and sexual violence injunctions).
- D. An officer will not base his/her decision to arrest on his/her perception of the prosecutor's ability to prosecute the case, as this is a court order not subject to the officer's interpretation.
- E. **Officers may not arrest persons for civil violations of court orders.** For civil violations, the petitioner should be referred to the Clerk of the Court.
- F. After proper service of an injunction upon a respondent, the injunction is valid and enforceable in all counties of the State of Florida. It is important to verify that a respondent has been properly served the injunction prior to arresting him/her for violating same.
- G. **Out of state protective orders:** The agency will enforce foreign (out of state) injunctions pursuant to applicable State (F.S. 741.315) and Federal (18 U.S.C. s. 2265) laws.
- H. When an Injunction for Protection includes placing the **minor children** in custody of the petitioner, the officer will:
 1. Have the petitioner immediately available to take care and custody of the child/children.
 2. The officer **will not** transport the minor children to another location to be received by the petitioner unless all other options have been exhausted.
 3. Officers transporting minor children per court order will do so in accordance with State law. A child safety seat is available in the equipment room.
 4. The child/children will be transported in the rear seat of a non-caged supervisor's vehicle or in the rear seat of a departmental vehicle not used for prisoner transport. All supervisors issuing child safety seats will familiarize themselves prior to issuance

with usage procedures.

5. In the event that child custody claims are made by any party requesting the officer's assistance in delivering minor children, the officer will not act upon these requests without written confirmation of a judge's order to law enforcement.
6. Document by written report forwarded to the State's Attorney any non compliance, such as:
 - a. The respondent advising they no longer have custody of the child
 - b. The respondent refusing to submit the custody of the child without any immediate threat of violence. The officer will advise the respondent in this case of the possibility of arrest.
7. Any refusal to relinquish child custody accompanied by apparent threats of violence or concerns for the child's safety will be cause for the officer and supervisor to consider containment of the subject and premises and proceed as necessary to secure against imminent danger to the child.

I. When an Injunction for Protection includes taking firearms into custody, the officer will:

1. Familiarize themselves with the firearms alleged to be in possession of the respondent by reading the petition attached to the injunction, if available.
2. Request the voluntary submission of the requested firearms and any other firearms the respondent may be in possession of. This is in accordance with F.S.741.31 (4)(b), banning the possession of firearms by someone under an Injunction for Protection.
3. Document by written report forwarded to the State's Attorney any non compliance, such as: a) The respondent advising they are no longer in possession of the firearm, b) The respondent refusing to submit the firearm (s), without an immediate threat of violence. The officer will advise the respondent in this case of the possibility of arrest under FS 741.31.
4. Any refusal to submit firearms accompanied by apparent threats of violence will be cause for the officer and supervisor to consider containment of the subject and premises and proceed as necessary to secure against imminent violence.
5. All firearms taken into custody will be accompanied by a Property Receipt, signed by the respondent or marked "refused" by the officer. The make, model and serial number of all firearms will be included to the best of the officer's knowledge. The firearms will be placed into Evidence for cataloguing and transportation to the Palm Beach County Sheriff's Office until final disposition.
6. In the event of a respondent having numerous, antique, or specialized

firearms/weaponry in which the officer believes he/she cannot impound and transport them using due care to maintain the condition of such firearms/weapons, the Evidence Technician will be called to the scene to complete the impound procedures. The final determination to call the Evidence Technician will be with the officer's immediate supervisor.

15.2.11 SERVICE OF INJUNCTIONS BY JUPITER POLICE OFFICERS

- A. The primary agency for the service of Domestic Violence, Repeat Violence, Dating Violence, or Sexual Violence injunctive relief in Palm Beach County and Jupiter will be the Palm Beach County Sheriff's Office.
- B. Notwithstanding the foregoing, if the court orders or a petitioner requests service of a protective order within the Town of Jupiter, an officer will accept the order for service.
- C. Upon acceptance, the officer will cause an incident number to be assigned and will complete a Proof of Service form and an incident report with the following information:
 - 1. The name, home and work addresses, and physical description of the person to be served;
 - 2. The name and pertinent information of the petitioner;
 - 3. Location, date and time service was made or was attempted;
 - 4. Method of service;
 - 5. Name of server;
 - 6. Reason for non service, if applicable.
- D. Officers will make service of this process a priority and if unable to serve during his/her tour of duty, will pass the paperwork onto the next shift's supervisor, who will cause continued attempts of service. Service will be made in hand only. The officer who successfully serves the defendant will cause a supplement to be made to the original report. This supplement will delineate the time, place and method of service.
- E. Upon successful service, the officer will write "served," date and time of service, write in the court case number, and sign on the cover sheet of the paperwork. The officer will also identify to whom the process was served. This paperwork will be forwarded to the Palm Beach County Sheriff's Office Civil Division within 24 hours. The foregoing will be documented on the original report or supplement.
- F. The Jupiter Police Department will not serve any other civil process.

15.2.12 TRAINING

- A. All sworn personnel and all other law enforcement personnel designated to handle domestic violence investigations will receive competency based training in domestic violence. This will include but not be limited to the following topics:
1. Use an application of current Florida and Federal statutes as they relate to domestic violence;
 2. Dynamics of domestic violence;
 3. Verification, enforcement and service of injunctions;
 4. Duties and responsibilities of law enforcement in response to domestic violence calls, as set forth in departmental policy; and
 5. Assisting victim populations with special needs;
 6. Techniques for handling incidents of domestic violence that minimize the likelihood of injury to the officer and that promote safety of the victim;
 7. Nature and extent of domestic violence;
 8. Legal rights and remedies available to victims of domestic violence;
 9. Documentation, report writing, and evidence collection (including recognition and recording of excited utterances);
 10. Tenancy issues and domestic violence;
 11. Impact of law enforcement intervention in preventing future violence;
 12. Special needs of children at the scene of domestic violence and the subsequent impact on their lives;
 13. Policies and procedures of the Palm Beach County State Attorney's Office;
 14. Services, facilities and/or interventions available to victims;
 15. Emergency assistance to victims and how to assist victims in pursuing criminal justice options;
 16. Working with reluctant victims;
 17. Departmental and officer liability issues;
 18. Indicators of abuser lethality;

19. Indicators of future violence;
 20. Means of identifying a primary aggressor; and,
 21. Appropriate use of the Baker Act.
- B. Periodic or lineup/roll call training should address the components of this policy and the use of the Domestic Violence Reference pamphlet.
- C. All sworn personnel will receive timely legal/legislative updates pertaining to domestic violence.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.20 - Field Interview Report

Subject: Field Interview Report	Issued: 05/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 8/18
Signature: <i>Signature on File</i>	Revision #: 3

PURPOSE

The purpose of this General Order is to establish guidelines for the completion of a Field Interview Report (FIR) and to provide guidance in determining valid situations which would warrant the execution of this document.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

DISCUSSION

The Field Interview Report is a means of collecting, preserving, and disseminating information about suspicious activity of individuals and/or vehicles. Officers making temporary stops of individuals or vehicles, for the purpose of an investigative interview, may detain a person who is committing, has committed, or is about to commit a crime. The right to detain applies to both pedestrians and vehicles and may be exercised upon reasonable suspicion of any crime.

Reasonable suspicion is more than a hunch and must be based on articulable circumstances, but is less than probable cause necessary to affect an arrest. Reasonable suspicion, coupled with the officer's experience, may justify a belief that the person to be stopped has committed, is committing, or is about to commit a crime. Elements which may establish reasonable suspicion include, but are not limited to the following:

- The person fits the description of a suspect wanted for committing a crime.
- The vehicle fits the description of a vehicle used to commit a crime.
- The person flees at the sight of an officer.

- The person or vehicle is seen leaving the scene of a crime.
- The person is behaving or maneuvering a vehicle in a manner indicating criminal activity.
- The time of day or night.
- The type of neighborhood or physical surroundings.
- The location where the person or vehicle was observed.

15.20.1 FIELD INTERVIEW REPORT PROCEDURES

- A. A Field Interview Report will be initiated when:
1. Persons or vehicles are observed acting in a suspicious manner or are involved in suspicious circumstances.
 2. Persons or vehicles are observed in suspicious circumstances within high crime rate areas.
 3. Contact is made with known criminals.
- B. Initiation of the Field Interview Report will be based on the experience and initiative of the individual officer making the observation.
- C. Caution will be exercised by the officer as to constitutional rights of the individuals being interviewed.
1. Justification must be established as to why this particular person is being interviewed.
 2. Delay of the individual or vehicle must be kept to a minimum unless probable cause exists to make an arrest.
 3. Selecting individuals to stop solely on the basis of discriminatory profiling is prohibited, see also General Order 15.28, Fair and Impartial Policing.
- D. Upon completion of the Field Interview Report, the officer will ensure that an incident number is assigned to the report.
- E. The Field Interview Reports will be maintained in the records management system.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.22 - Marchman Act for Substance Abuse

Subject: Marchman Act for Substance Abuse	Issued: 07/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 12/07
Signature: <i>Signature on File</i>	Revision #: 1

PURPOSE

The purpose of this General Order is to establish guidelines, alternatives, and duties of Department personnel when dealing with substance abusers.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

DEFINITIONS

Habitual Abuser - A person who is brought to the attention of law enforcement for being substance impaired, who meets the criteria for involuntary admission in F.S.S. 397.675, and who has been taken into custody for such impairment three or more times during the preceding 12 months.

Impaired or Substance Abuse Impaired - A condition involving the use of alcoholic beverages or any psychoactive or mood altering substance in such a manner as to induce mental, emotional, or physical problems and cause socially dysfunctional behavior.

Receiving Facility - A community based facility designated by the Department of Children and Families (DCF) to receive, screen, and assess clients found to be substance abuse impaired, in need of emergency treatment for substance abuse impairment, or impaired by substance abuse to such an extent as to meet the criteria for involuntary admission and to provide detoxification and stabilization.

15.22.1 INTOXICATED PERSONS PROCEDURES

A. **Intoxicated Person – No Crime Involved**

In the event an officer is confronted with a situation where an individual is intoxicated, to the extent that his normal faculties are impaired, and is in a place legally or normally accessible to the public, the officer will have the following options for handling the individual.

In the event an officer is confronted with a situation where an individual is intoxicated, to the extent that his normal faculties are impaired, and is in a place legally or normally accessible to the public, the officer

will have the following options for handling the individual.

1. If the person poses no threat to himself or others, a taxi or some other transportation may be summoned to transport the individual home.
2. The officer may take the person home if he resides in the Town.
3. The officer may take the person into custody (Marchman Act) and transport him to a receiving facility for admission. At the officer's request, Communications personnel will telephone the facility to determine whether they will admit the person.
4. The officer may take the person into custody (Marchman Act) and place the person into protective custody at the Palm Beach County Jail if the receiving facility has screened the person and advised that the person cannot be admitted.
5. A person may be admitted to a receiving facility if he is inebriated or withdrawing from alcohol and requests voluntary admission. A person may only be detained involuntarily at a receiving facility by court order for evaluation or treatment.
6. Upon arriving at the receiving facility or Palm Beach County Jail, the officer's duty is concluded by delivering the individual and completing a report provided by the receiving facility or Palm Beach County Jail.

B. Intoxicated Person Crime Involved

Disorderly Intoxication, F.S.S. 856.011

"No person in the State will be intoxicated and endanger the safety of another person or property, and no person in the State will be intoxicated or drink any alcoholic beverage in a public place or in or upon any public conveyance and cause a disturbance."

1. Arrest the person for the violation using normal arrest procedures.
2. Take the person to a receiving facility if he indicates a willingness to go and appears able to control his behavior and poses no danger to himself or others.

C. Medical Disability Identification

1. Any officer who comes in contact with a person who appears intoxicated will ascertain whether the person possesses identification which may indicate a medical disability that would account for such behavior, such as a diabetic reaction, etc.
2. Upon locating such identification, which may be in the form of an ID card, bracelet, or necklace, the officer will assure that the person receives proper medical attention.

D. Search and Seizure

1. Prior to placing an intoxicated person in a police vehicle for any reason, the officer will search the person for weapons as if he were under arrest.
2. Any contraband discovered during a search will be seized and used as evidence to bring appropriate charges against the person.

E. Use of Force

1. If the intoxicated person resists an officer, the officer may use reasonable force to take the person into custody, including using handcuffs.
2. The person will not have the option of going to the receiving facility when being taken into protective custody, but instead, will be transported directly to the Palm Beach County Jail and charged with the offense committed.

NOTE: *Taking an intoxicated person into protective custody under the Marchman Act will not be considered an arrest, and no entry or other record will be made to indicate an arrest or charge of a crime.*

15.22.2 EMERGENCY ADMISSION BY LAW ENFORCEMENT OFFICER

- A. Criteria for involuntary admission including protective custody in emergency admission and other involuntary assessment in accordance with F.S.S. 397.675.
- B. A person meets the criteria for involuntary admission if there is "good faith" reason to believe the person is substance abuse impaired and, because of such impairment:
 1. Has lost the power of self control with respect to substance use; and either
 2. Has inflicted, or threatened or attempted to inflict, or unless admitted is likely to inflict, physical harm on himself or another; and/or
 3. Is in need of substance abuse services and, by reason of substance abuse impairment, his judgment has been so impaired that he is incapable of appreciating his need for such services and of making a rational decision in regard thereto; however, mere refusal to receive such services does not constitute evidence of lack of judgment with respect to his need for such services.

15.22.3 PROCEDURES FOR EMERGENCY ADMISSION IN CASES NOT INVOLVING CRIMINAL CONDUCT

- A. When an officer observes or is dispatched to a scene where he encounters a person requiring emergency admission for substance abuse, the dispatch of a back up unit will be mandatory.
- B. If the officer reasonably believes the criteria for emergency admission is present, the person will be transported to a receiving facility.
- C. In cases where it is suspected that the person is suffering from an illness, in addition to a substance abuse

condition, he will be transported to a medical center for examination and treatment prior to being transported to a receiving facility.

15.22.4 TRANSPORTING PERSONS WHEN ADMISSION IS INVOLUNTARY OR AN EMERGENCY

A. In cases involving involuntary admission where the person to be transported is not violent, nor likely to become violent, the following should be adhered to:

1. The officer will transport the person to a receiving facility.
2. The officer will request Communications personnel advise the receiving facility that he is enroute with a person in need of evaluation.
3. Upon arrival, the officer will remain with the person until they are relieved by an intake healthcare worker.
4. The involuntary examination form must accompany the person to the receiving facility.

B. If the person requires transportation by ambulance:

1. Officers dispatched to the scene will notify Communications as soon as the need for an ambulance is established.
2. Ambulance attendants will be assisted by officers to control the patient as deemed necessary.
3. Patients who are physically aggressive or who are considered to be a danger to themselves or others should be accompanied in the ambulance by at least one officer.
4. The use of physical restraints will be held to a minimum depending on the individual's actions.
5. Upon arriving at the hospital, the officer will remain with the patient until the evaluation is complete or the person is released by a competent medical authority.
6. A copy of the emergency room face sheet indicating medical clearance must accompany the patient to a receiving facility.

15.22.5 PHYSICALLY INJURED PERSONS (MEDICAL EMERGENCIES)

If an officer should encounter any of the aforementioned situations, and the substance abuser is suffering from a serious physical injury of an immediate nature, the person will be transported to the nearest hospital by ambulance. Admitting personnel of the hospital will be advised of any misconduct stemming from the substance abuse condition.

15.22.6 RESOLUTION OF DOUBT

Any doubts concerning the procedures specified in this General Order will be resolved by members in favor of protection of life and property of citizens and department members. Officers may contact a receiving facility from the scene by telephone and speak with an Emergency Services Consultant for advice when necessary. This service is available for 24 hours a day.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.23 - Mental Health/Baker Act

Subject: Mental Health/Baker Act	Issued: 07/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 11/18
Signature: <i>Signature on File</i>	Revision #: 8

PURPOSE

The purpose of this General Order is to provide guidance and procedures for Department members when handling persons who are suspected to be mentally ill and/or in need of mental health treatment.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

This policy is intended to address the varying role Jupiter Police employees play in their encounters with people with mental illnesses. As first responders and law enforcers, they may encounter victims, witnesses or suspects who have mental illnesses. While the most serious consequences of officer interactions with the mentally ill are altercations or armed confrontations, other agency personnel who may come in contact with the public also need guidance and training in dealing with the mentally ill. As service personnel, they may be called upon to help people obtain psychiatric attention or other needed services.

The Jupiter Police Department recognizes that helping people with mental illnesses and their families obtain the services of mental health organizations, hospitals, clinics, and shelter care facilities has increasingly become a prominent role for police, and that no single policy or procedure can address all of the situations in which personnel may be required to provide. This policy is intended to address the most common types of interactions with mentally ill persons, and provide guidance to department personnel in dealing with such individuals.

In addition, the department recognizes that agency members may be affected by the duties and responsibilities associated with their assigned position or events which have occurred within

their personal life that may later cause Post Traumatic Stress Disorder.

POLICY

It is the policy of the Jupiter Police Department to ensure a consistently high level of service is provided to all community members. Jupiter Police Department employees will afford people who have mental illnesses the same rights, dignity and access to police and other government and community services as are provided to all citizens.

DEFINITIONS

Mental Illness - Means an impairment of the mental or emotional processes that exercise conscious control of one's actions or of the ability to perceive or understand reality, which impairment substantially interferes with a person's ability to meet the ordinary demands of living, regardless of etiology. For the purposes of this part, the term does not include retardation or developmental disability, intoxication, or conditions manifested only by antisocial behavior or substance abuse impairment.

Post Traumatic Stress Disorder (PTSD) - Response to trauma that may develop after an individual is exposed to a traumatic experience.

Receiving Facility Means any public or private facility designated by the department to receive and hold involuntary patients under emergency conditions or for psychiatric evaluation and to provide short-term treatment. The term does not include a county jail.

Resultant Criminal Conduct Occasionally, conduct that is technically a violation of the law, is in fact a non-violation, unavoidable product of an emotional disorder (i.e., people who are hysterical and thus breach the peace, or a person who attempts to burn down his own dwelling and thus commits arson). An officer encountering resultant criminal conduct which does not seriously injure other persons or the property of others, who reasonably believes that the conduct is an unavoidable consequence of an emotional disorder, may withhold criminal charges until consulting a Supervisor or Assistant State Attorney, if necessary.

15.23.1 RECOGNIZING ABNORMAL BEHAVIOR

- A. Although officers are not in a position to diagnose mental illness, officers will be alert to symptoms common to such illnesses.
- B. Symptoms of mental illness may vary, but all mentally ill persons have thoughts, feelings, or behavioral characteristics, which result in an inability to cope with the ordinary demands of life.
- C. While a single symptom or isolated event does not necessarily indicate mental illness, professional help should be sought if symptoms persist or worsen. The following may be useful in recognizing warning signs of mental illness:

1. Social Withdrawal

- a. Sitting and doing nothing.
- b. Withdrawal from family, friends; abnormal self-centeredness.
- c. Dropping out of activities such as occupations and hobbies.
- d. Decline in academic or athletic performance.

2. Depression

- a. Loss of interest in once pleasurable activities.
- b. Expression of hopelessness, helplessness, inadequacy.
- c. Changes in appetite, weight loss or sometimes gain.
- d. Behaviors unrelated to events or circumstances.
- e. Excessive fatigue and sleepiness, or an inability to sleep.
- f. Pessimism; perceiving the world as “dead”.
- g. Thinking or talking about suicide.

3. Thought Disorders

- a. Inability to concentrate or cope with minor problems.
- b. Irrational statements. Poor reasoning, memory, and judgment. Expressing a combination of unrelated or abstract topics. Expressing thought of greatness, e.g., person believes he/she is God. Expressing ideas of being harassed or threatened, e.g., CIA monitoring thoughts through TV set.
- c. Peculiar use of words or language structure. Nonsensical speech or chatter. Word repetition – frequently stating the same or rhyming words or phrases. Extremely slow speech. Pressured speech – expressing urgency in manner of speaking.
- d. Excessive fears or suspiciousness. Preoccupation with death, germs, guilt, delusions and hallucinations.

4. Expression of Feelings

- a. Hostility, from one formerly passive and compliant. Argumentative, belligerent,

unreasonably hostile. Threatening harm to self or others. Overreacting to situations in an overly angry or frightening way.

- b. Indifference, even in highly important situations. Lack of emotional response.
- c. Inability to cry, or excessive crying.
- d. Inability to express joy.
- e. Inappropriate laughter. Reacting with opposite of expected emotion – e.g., laughing at auto accident.
- f. Nonverbal expressions of sadness or grief.

5. Behavior

- a. Hyperactivity or inactivity or alterations between the two. Talking excitedly or loudly. Manic behavior, accelerated thinking and speaking.
- b. Deterioration in personal hygiene and appearance. Bizarre clothing or makeup, inappropriate to environment – e.g., shorts in the winter, heavy coats in the summer.
- c. Involvement in automobile accidents.
- d. Drug or alcohol abuse.
- e. Forgetfulness and loss of valuable possessions.
- f. Attempts to escape through geographic change, frequent moves, or hitchhiking trips.
- g. Bizarre behavior – staring, strange postures or mannerisms, lethargic, sluggish movements, repetitious or ritualistic movements.
- h. Decorations – Inappropriate use of household items, e.g., aluminum foil covering windows.
- i. “Pack-ratting” waste matter/trash – accumulation of trash, e.g., hoarding string, newspapers, paper bags, clutter, etc.
- j. Unusual sensitivity to noises, light, colors, clothing.
- k. Changes in sleeping and eating habits.

6. Cognitive Impairments

- a. Disorientation in time, place, or person. Confusion, incoherence and extreme paranoia.
 - b. Inability to find way in familiar settings.
 - c. Inability to solve familiar problems.
 - d. Impaired memory for recent events.
 - e. Inability to wash and feed oneself, urinary or fecal incontinence. Presence of feces or urine on the floor or walls.
- D. The degree to which these symptoms exist varies from person to person according to the type and severity of the mental illness. Many of these symptoms represent internal, emotional states that are not readily observable from a distance, but are noticeable in conversation with the individual. Often, symptoms of mental illness are cyclic, varying in severity from time to time. Duration of an episode can also vary from weeks to months for some, and many years or a lifetime for others.

15.23.2 COMMON ENCOUNTERS

- A. Officers should be prepared to encounter a person with a mental illness at any time.
- B. Common situations in which such individuals may be encountered include but are not limited to, the following:
- 1. Wandering: Individuals with mental challenges may be found wandering aimlessly or engaged in repetitive or bizarre behaviors in a public place;
 - 2. Seizures: Mentally ill persons are more subject to seizures and may be found in medical emergency situations;
 - 3. Disturbances: Disturbances may develop when caregivers are unable to maintain control over mentally ill persons engaging in self-destructive behaviors;
 - 4. Strange and bizarre behaviors: Repetitive and seemingly nonsensical motions and actions in public places, inappropriate laughing or crying, and personal endangerment; or
 - 5. Offensive or suspicious persons: Socially inappropriate or unacceptable acts such as ignorance of personal space, annoyance of others, inappropriate touching of oneself or others, are sometimes associated with the mentally ill person who are not conscious of acceptable social behaviors.

15.23.3 DEALING WITH THE MENTALLY / EMOTIONALLY ILL

- A. Persons with mental illness can be easily upset and may engage in tantrums or self-destructive behavior. Minor changes in daily routines may trigger these behaviors.
- B. Frequently, a family member or friend is of great value in calming an individual exhibiting unusual behavior as a result of mental or emotional impairment.
- C. The following guidelines detail how to approach and interact with people who may have mental illness, and who may be a crime victim, witness or suspect. These guidelines should be followed in all contacts, whether on the street or during more formal interviews and interrogations. While protecting their own safety, the safety of the person with mental illness and others at the scene, the officer should:
 - 1. Speak calmly: Loud, stern tones will likely have either no effect or a negative effect on the individual;
 - 2. Use non-threatening body language.
 - 3. Eliminate commotion: Eliminate, to the degree possible, loud sounds, bright lights, sirens, and crowds, moving the individual to a calm environment, if possible;
 - 4. Keep animals away: Individuals with mental illness are often afraid of dogs or other large animals;
 - 5. Look for personal identification: Medical tags or cards often indicate mental illness and will supply a contact name and telephone number;
 - 6. Call the caregiver: The caregiver is often the best resource for specific advice on calming the person and ensuring officer's safety until the contact person arrives;
 - 7. Memory impaired persons reported missing should be handled utilizing guidelines set in General Order 15-29, Missing Persons. The level of intensity should be the same as if the missing person was a child;
 - 8. Prepare for a lengthy interaction: Mentally ill individuals should not be rushed unless there is an emergency;
 - 9. Repeat short, direct phrases: Too much talking can distract the mentally ill individual and confuse the situation;
 - 10. Be attentive to sensory impairments: Many mentally ill individuals have sensory impairments that make it difficult to process information. Officers should not touch the person unless absolutely necessary, use soft gestures, avoid quick movements, use simple and direct language, and don't automatically interpret odd behavior as belligerent;

11. In many situations and particularly when dealing with someone who is lost or has run away, the officer may gain improved response by accompanying the person through a building or neighborhood to seek visual clues;
12. Be aware of different forms of communication. Mentally ill individuals often use signals or gestures instead of words or demonstrate limited speaking capabilities;
13. Don't get angry; and
14. Maintain a safe distance

D. Once sufficient information has been collected about the nature of the situation, and the situation has been stabilized, there is a range of options officers should consider when selecting an appropriate disposition. These options include the following:

1. Refer or transport the person for medical attention if he or she is injured or abused.
2. Call a Crisis Intervention Team (CIT) trained officer or the Palm beach County Mobile Crisis Team.
3. Outright release.
4. Release to care of family, care giver or mental health provider.
5. Refer or transport to substance abuse services.
6. Assist in arranging voluntary admission to a mental health facility if requested.
7. Transport for involuntary emergency psychiatric evaluation if the person's behavior meets the criteria for this action.
8. Arrest if a crime has been committed.

15.23.4 INTERVIEW AND INTERROGATION

- A. Officers attempting to conduct an interview with a mentally ill individual should consult a mental health professional and the State's Attorney's office to determine if the person understands the Miranda rights.
- B. If the mentally ill person is a witness, officers should:
 1. Not interpret lack of eye contact or strange actions as indications of deceit;
 2. Use simple and straightforward language;

3. Do not employ common interrogation techniques, suggest answers, attempt to complete thoughts of persons slow to respond, or pose hypothetical conclusions; and
4. Recognize that the individual might be easily manipulated and highly suggestible.

15.23.5 EMERGENCY ADMISSION BY A LAW ENFORCEMENT OFFICER

- A. An officer may take a person to a receiving facility for involuntary examination if there is reason to believe that he/she is mentally ill and because of his/her mental illness:
 1. The person has refused voluntary examination after conscientious explanation and disclosure of the purpose of the examination; or
 2. The person is unable to determine for himself or herself whether examination is necessary; and
 - a. Without care or treatment, the person is likely to suffer from neglect or refuse to care for himself/herself. Such neglect or refusal poses a real and present threat of substantial harm to his/her well-being; and it is not apparent that such harm may be avoided through the help of willing family members or friends or the provision of other services; or
 - b. There is a substantial likelihood that without care or treatment the person will cause serious bodily harm to him/herself or others in the near future as evidenced by recent behavior.
- B. Factors to be considered in determining the existence of these criteria include, but are not limited to:
 1. The person who has attempted or threatened to commit suicide;
 2. A person is in the process of doing physical harm to himself or others by starvation, torture, and/or living conditions which create an immediate threat to the health, safety, and welfare of the person;
 3. The person is under extreme stress;
 4. The person suffers from hallucinations;
 5. The person is hysterical; and/or;
 6. The person requires mental health treatment, due to an existing court order.
- C. Officers will only use force as a last resort when attempting to take a subject into custody for an involuntary Baker Act. Officers will use only the force necessary to affect lawful objectives. If force is used while taking the individual into custody for the purpose of a

Baker Act, the actions taken must be documented on a Supervisory Report on the Use of Force.

- D. Officers will complete a written report whenever an individual is taken into police custody during a Baker Act. Custody means the subject is not free to leave, whether it is a law enforcement Baker Act or a transport for a medical or court ordered Baker Act.

15.23.6 PROCEDURES FOR EMERGENCY ADMISSION IN CASES NOT INVOLVING CRIMINAL CONDUCT

- A. When an officer observes, or is dispatched to, a scene where he encounters a person requiring emergency admission for a mental condition, the dispatch of a back up unit will be mandatory.
- B. If the officer reasonably believes the criteria for emergency admission is present, the person will be transported to a receiving facility.
- C. In cases where it is suspected that the person is suffering from an illness, in addition to a mental condition, the person will be transported to a medical center for examination and/or treatment prior to being transported to a receiving facility.

15.23.7 CRIMINAL CHARGES

- A. When an officer determines that a person meets Baker Act criteria and has been charged with a misdemeanor crime, the officer will initiate Baker Act procedures as outlined in this order and in lieu of physical arrest, issue a Notice to Appear, or refer the charge to the State Attorney's Office.
- B. When an officer determines that a person meets Baker Act criteria and should be charged with a felony crime, the officer will:
 - 1. Initiate Baker Act procedures as outlined in this order and in lieu of a physical arrest, refer the criminal charge to the State Attorney's Office; or,
 - 2. Take the person into custody on the criminal charge and book the person into the Palm Beach County Jail. The arresting officer will notify the booking officer that the person requires an evaluation under the Baker Act. It will be the responsibility of the jail to provide services to the subject as is provided by law.

15.23.8 TRANSPORTATION

- A. All persons will be transported with dignity. Officers will search the person for weapons prior to transport and may handcuff the person for safety reasons.
- B. In cases involving involuntary admission where the person being transported is not violent, or not likely to become violent, the following should be adhered to:

1. The officer will transport the person to a receiving facility.
2. Upon arrival, the officer will remain with the person until they are relieved by an intake healthcare worker.
3. The involuntary examination form must accompany the person to the receiving facility.

C. If the person requires transportation by ambulance the following should be adhered to:

1. Officers dispatched to the scene will notify the Communications Center as soon as the need for an ambulance is established.
2. Ambulance attendants will be assisted by officers to control the patient as deemed necessary.
3. Patients who are physically aggressive or who are considered to be a danger to themselves or others should be accompanied in the ambulance by at least one officer.
4. The use of physical restraints will be held to a minimum, depending on the individual's actions.
5. Upon arrival at the hospital, the officer will remain with the patient until the evaluation is complete or the person is released by a competent medical authority.
6. The copy of the emergency room document(s) indicating medical clearance must accompany the patient to the receiving facility.

D. For all types of Baker Acts (Law Enforcement, Medical, or Court Order) when an officer transports the Baker Act subject to a receiving facility, the transporting officer **MUST** complete a Baker Act Transportation to Receiving Facility Form. This written report will be turned over to the receiving facility.

E. When conducting a voluntary transport of a juvenile to a receiving medical facility, the officer shall remain with the juvenile until at which time the juvenile's parent/guardian arrive at the facility for care and custody of the juvenile. If a parent/guardian is not available to take custody of the juvenile, the officer shall contact the Department of Children and Families for assistance. If the receiving facility admits the juvenile as a patient, the medical facility will then become responsible for the care and supervision of the juvenile and the officer may leave the facility. At no time will a juvenile be left unattended at the receiving facility while waiting for evaluation or treatment

15.23.9 MEDICAL BAKER ACT (INVOLUNTARY)

A. A physician, clinical psychologist, psychiatric nurse or clinical social worker may execute a

certificate stating that they have examined a person within the preceding 48 hours and find that the person appears to meet the criteria for involuntary examination.

- B. If requested by the medical facility, the Jupiter Police Department will respond to medical Baker Acts in order to transport the person to the nearest or predetermined receiving facility.
- C. The certificate for the Medical Baker Act must accompany the patient to the receiving facility.

15.23.10 COURT ORDER BAKER ACT

- A. A court may enter an ex parte order stating that a person appears to meet the criteria for involuntary examination, giving the findings on which that conclusion is based. The ex parte order for involuntary examination must be based on sworn testimony, written or oral.
- B. If other less restrictive means are not available, such as voluntary appearance for outpatient evaluation, a law enforcement officer, or other designated agent of the court, will take the person into custody and deliver him or her to the nearest receiving facility for involuntary examination.
- C. The order will be valid only until executed or, if not executed, for the period specified in the order itself. If no time limit is specified in the order, the order will be valid for 7 days after the date that the order was signed.
- D. A law enforcement officer acting in accordance with an ex parte order issued may serve and execute such order on any day of the week, at any time of the day or night.
- E. A law enforcement officer acting in accordance with an ex parte order may use such reasonable physical force as is necessary to gain entry to the premises, and any dwellings, buildings, or other structures located on the premises, and to take custody of the person who is the subject of the ex parte order.

15.23.11 TRANSPORTATION OF PERSONS WHEN ADMISSION IS VOLUNTARY AND THERE IS NO DANGER TO THE PATIENT OR OTHERS

- A. Person(s) who request to be driven to a receiving facility for voluntary examination may be transported via police department vehicles with the approval from a supervisor.
- B. Family members, friends or ambulance are other transportation alternatives for voluntary examinations.
- C. Person(s), who appear to be mentally competent but refuse medical attention in apparent non life threatening situations, may not be taken into custody for involuntary examination under the provisions of the Baker Act. Relatives and other concerned parties should be

advised to contact DCF or the designated receiving facility.

15.23.12 PHYSICALLY INJURED PERSONS (MEDICAL EMERGENCIES)

If a law enforcement member should encounter any of the aforementioned situations, and the mentally ill person is suffering from a serious physical injury of an immediate nature, Palm Beach County Fire Rescue will be notified and asked to respond to the scene. The person should be transported to the nearest hospital by ambulance. Admitting personnel of the hospital will be advised of any misconduct stemming from the mental disorder.

15.23.13 RESOLUTION OF DOUBT

Any doubts concerning the procedures specified in this policy should be resolved by department members in favor of protection of life and property of citizens and department members. Officers may contact a receiving facility from the scene by telephone and speak with an Emergency Services Consultant for advice when necessary. This service is available 24 hours a day.

15.23.14 PROTECTION OF DEPARTMENT MEMBERS

The Florida Mental Health Act provides that police officers acting in good faith and in compliance with the provisions of the act are immune from civil and criminal liabilities for their actions in connection with the admission, diagnosis, treatment or discharge of a patient to and from a facility.

15.23.15 TRAINING

- A. All agency members will receive educational training related to mental health awareness, prevention, mitigation and treatment to include Post Traumatic Stress Disorder (PTSD). Initial training will occur for all new hires and refresher training will be conducted periodically.
- B. In order to prepare personnel who, during the course of their duties, may have to deal with persons with mental illnesses in an appropriate manner, the Jupiter Police Department will provide Mental Health initial training to newly hired personnel and will provide refresher training at least annually.
- C. Newly hired personnel will receive training in department procedures set forth in this General Order as follows:
 - 1. Sworn personnel – Field Training Program.
 - 2. Civilian personnel – New hire orientation
- D. Refresher training for all personnel may include, but not be limited to:
 - 1. Shift briefings.

2. In-service programs.
3. Policy review and/or test through Power DMS.

15.23.16 AVAILABLE RESOURCES

JFK Mental Health

Admissions 561-842-6141

Jerome Golden Center

Admissions 561-383-8000

Mobile Crisis Team 561-383-5777

St. Mary's Institute for Mental Health

Admissions 561-840-6040

Department of Veteran Affairs Medical Center

Admissions 561-882-8262

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.24 - Alarms

Subject: Alarms	Issued: 09/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 12/16
Signature: <i>Signature on File</i>	Revision #: 3

PURPOSE

The purpose of this General Order is to establish guidelines for the receiving and response to alarm calls.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

To ensure appropriate response to an activated alarm, each member involved is responsible to fulfill certain duties and follow set procedures. The proper response to alarms is necessary for the safety of assigned officers and the general public.

POLICY

The Jupiter Police Department will respond to all alarm complaints. The Police Department will not directly monitor any type of alarm system except those systems that are internal to Town of Jupiter Governmental Buildings.

15.24.1 ROBBERY ALARMS - COMMUNICATIONS

- A. Upon receiving an activated alarm, the Communications Section will immediately dispatch a primary unit and, if available, a secondary unit.
- B. Communications will telephone the establishment to confirm the call using the following procedure:
 - 1. Communications will identify themselves with the acknowledged greeting.

2. If a proper code is given, Communications will then obtain a physical description, including clothing and name of the employee, and instruct them to step outside and make contact with the officer(s).
 3. If the contact person acknowledges or indicates that a robbery is in progress, or if no answer or a suspicious answer is given, Communications will proceed under the assumption that a robbery is in progress.
- C. Communications will immediately advise responding units of the results of the telephone call.
1. If the telephone response indicated a false alarm, Communications will transmit the identity and description of the contact person at the establishment.
 2. If the telephone response indicated a robbery in progress, all routine radio traffic will be suspended (10-33) and additional units will be dispatched. The shift Supervisor will respond to all alarms where a robbery in progress is indicated.

15.24.2 ROBBERY ALARMS - RESPONDING UNITS

- A. Responding units will proceed directly to the scene by the shortest possible route. Appropriate vehicular warning devices will be used when approaching the scene. But the siren will not be used within the hearing range of the reported robbery, as detailed in General Order 15.3, Vehicle Pursuit and Response to Calls.
- B. Units responding to the scene should be observant of any suspicious vehicles leaving the scene, as well as other vehicles or persons outside the facility who may be serving as lookouts, cover or drivers for a robbery team.
- C. Upon arrival, officers will assume positions which afford them concealment and ability to observe entrances and exits.
- D. **At no time will an officer enter the establishment.**
- E. If advised by Communications that the proper telephone response has been received, the patrol units will maintain their position until contacted by the described employee.
- F. If advised by Communications that an improper or suspicious response has been received, officers will establish a perimeter and attempt to maintain concealment.
- G. No attempt to apprehend the suspect(s) will be made until they have cleared the establishment, at which time sound tactical action will be taken.
- H. If the suspect(s) exits the building, officers will attempt apprehension if a secure area is available which assures the safety of citizens.

- I. If a hostage situation develops, the General Order 16.4, Hostage/Barricaded Subject Incidents, will be consulted.

15.24.3 INTRUSION ALARMS - COMMERCIAL/RESIDENTIAL

- A. Upon receiving notification of an activated intrusion alarm, either commercial or residential, Communications will dispatch a unit(s) and relay all pertinent information.
- B. Assigned units will:
1. Proceed directly to the location. The use of emergency equipment is at the discretion of the officer.
 2. Upon arrival, the first unit will take a position to observe the building. The position should be tactically sound, i.e., do not park directly in front of doors or windows, or in front of the residence or business.
 3. If a secondary unit is available and responding, the building will be checked only after the second unit's arrival.
 4. Should evidence of forced entry be located, a perimeter will be established and a K 9 Unit may be requested, if available. The shift Supervisor will be notified of the building's unsecured condition.
 5. If it becomes necessary for officers to enter the building, sound tactical procedures will be followed. All routine radio traffic will be suspended (10 33) prior to the officer's entry into the building.
- C. Open Doors
1. If an open door is located and there is no sign of forced entry, Communications will attempt to contact a responder.
 2. If the responder is contacted, Communications will ascertain if they want to respond and/or if they want the officers to check the interior of the residence/business.
 3. If the responder cannot be contacted, the officers will check the interior of the residence/business, secure the open door if possible, and leave a police service card.
- D. Commercial Alarms After Hours Intrusion
1. If the business appears secure, Communications will attempt to contact a responder. If the responder can respond within thirty (30) minutes, the officers will secure the business and await the responder. When the responder arrives the officers will enter and thoroughly check the premises. The responder will remain outside until the premises are checked.

2. If the responder cannot respond within thirty (30) minutes the officers will clear and meet the responder at a later time. If the responder does not wish to respond the officers will clear.
3. If no responder can be contacted officers will clear and a police service card will be left.

E. Alarm Dispositions

In order to track alarms, once the residence or business has been checked, the officer will classify the alarm as one of the following codes:

1. Code A Accidental
2. Code B Malfunction
3. Code C System Down
4. Code D Weather Related
5. Code E Unknown

15.24.4 FIRE ALARMS

- A. Most fire alarms are reported directly to Palm Beach County Fire Rescue. If a fire alarm should be reported to the Jupiter Police Department, Communications will dispatch a police officer and notify Palm Beach County Fire Rescue of the alarm. In the case of an alarm at a medical, nursing, or retirement facility, the facility will be contacted by telephone and the status of the alarm confirmed. The information will then be forwarded to responding fire and police units.
- B. Responding patrol units will proceed to the scene.
 1. If Communications confirms that the alarm is false prior to the officer's arrival, the responding officer will be notified.
 2. Upon arrival, officers will determine whether the alarm is false or not.
 3. Any pertinent information will be transmitted to Communications for relay to responding fire units (i.e., persons in building, etc.).
 4. Provide the Palm Beach County Fire Rescue with any assistance necessary (i.e., traffic control, crowd control, etc.).

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.25 - Interview Rooms

Subject: Interview Rooms

Issued: 02/00

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 09/09

Signature: *Signature on File*

Revision #: 3

PURPOSE

The purpose of this General Order is to establish guidelines for the use of the interview rooms.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel using the interview rooms.

POLICY

Interview rooms will be used in accordance with this policy.

DEFINITIONS

Arrestee - A person taken into the legal custody of a police officer based on probable cause that the person has committed a crime.

Suspect - A person believed to have committed a crime who has not been arrested.

15.25.1 DESIGNATED ROOMS AND AUTHORITY

- A. The Criminal Investigations Division interview rooms are used to interview suspects.
- B. The Criminal Investigations Division conference room, when used for the purpose of interviewing suspects, will be considered an interview room.
- C. The Temporary Detention Facility interview rooms are used to interview arrestees and/or suspects.
- D. Arrestees are not permitted in the Criminal Investigations Division interview rooms and

will be interviewed in the Temporary Detention Facility interview rooms.

- E. When in use, the interview rooms should be accessible to supervisors and legal counsel when appropriate. The interviewing officer has the authority to authorize others to enter the room.
- F. Normally, no more than two officers should be in the interview room with any suspect or arrestee. Exceptions may be made as needed for safety reasons, investigative purposes, or exigent circumstances.

15.25.2 SAFETY AND SECURITY CONSIDERATIONS

- A. Suspects/arrestees will be under the direct, personal supervision and control of a member at all times and will not be left unsupervised in an interview room under any circumstances.
- B. All suspects brought into the Criminal Investigations Division interview rooms will be searched for weapons and contraband. Arrestees will be searched in accordance to General Order 24.2, Temporary Detention Facility, prior to being interviewed in the Temporary Detention Facility interview rooms.
- C. No suspect or arrestee will be interviewed unless a second officer is present to render immediate assistance if needed.
- D. At a minimum, the second officer present during the interview must have immediate access to his/her police radio to summon additional assistance if needed.
- E. If the officer/detective develops probable cause during the course of the interview, and the police officer/detective plans on making a warrantless arrest, an arrest should be made and the interview should be completed in the secure interview rooms located in the temporary detention facility.
- F. If the interview will be jeopardized by the immediate arrest and/or transport to the temporary detention facility, the police officer/detective may wait until the interview is completed before making the arrest.
- G. If a suspect is placed under arrest in a Criminal Investigation Division interview room, the arrestee will be handcuffed and transported to the temporary detention facility by exiting through the east lobby doors and re-entering the Police Department via the sally port. The arrestee will not be walked through the interior of the Police Department.
- H. Arrestees interviewed in the Temporary Detention Facility interview rooms may be handcuffed at the interviewing officer's discretion based on officer safety concerns.
- I. Personal property of an arrestee will be secured in the same manner as described in General Order 24.2 Temporary Detention Facility.

- J. Arrestees shall not be secured to any fixed objects at any time while in a designated interview room

15.25.3 WEAPONS CONTROL

No weapons are allowed in the interview room during an interview or interrogation of a suspect or arrestee. Weapons shall be secured outside of the room prior to the interview or interrogation.

15.25.4 RESPONSIBILITIES AND INSPECTIONS

- A. The responsibility for the safety and security of persons brought into the interview room remains with the original officer, unless an investigator or supervisor relieves him.
- B. Only one (1) suspect/arrestee at a time will be in an interview room.
- C. Immediately prior to use, a safety inspection of the interview room shall be conducted. The interviewing officer should ensure that there are no items in the room that may pose a safety hazard.
- D. Other than equipment assigned to the room (furniture, telephone, CVSA machine, trash can), officers shall not leave any object (clipboard, voice recorders, etc.) unattended in an interview room while suspects or arrestees are present.
- E. Periodically, interview rooms and equipment should be inspected by the Criminal Investigations Division supervisor for operational wear and tampering. The supervisor should complete a work order to repair any damage. If the damage renders the room unsafe for use, the supervisor shall ensure that room is not used until the damage is repaired.
- F. Temporary Detention Facility interview rooms are inspected daily in accordance to General Order 24.2 Temporary Detention Facility.
- G. In the event of a fire or evacuation emergency, the interviewing officer, and any other officers present, will assist the person being interviewed in exiting the location to a safe location. Arrestees will be properly secured via handcuffing prior to evacuating and should be placed in a secure vehicle as soon as possible.
- H. In the event of a medical emergency, the custodial officer will summon EMS and provide appropriate first responder assistance. Custody of arrestees shall be maintained in the event of medical transport and treatment.
- I. In the event of an escape, procedures shall be the same as described in policy 24.2 Temporary Detention Facility.
- J. The interviewing officer will ensure that suspects and arrestees have access to drinking water and a restroom and allow comfort breaks as needed. Suspects and arrestees must be

properly supervised during these times.

15.25.5 TRAINING

- A. Police Officers will receive training regarding the use of interview rooms during the Field Training & Evaluation Program. Questions concerning the interpretation of this order should be directed to the member's supervisor.
- B. Additional training may be accomplished through review of the policy during roll call training or in-service training.

15.25.6 VIDEO RECORDING

Video recording equipment is available for recording interviews. Only members who are properly trained in its use may operate such equipment. Any officer requiring a video recorded interview may request equipment operation assistance from a supervisor or other trained member.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.26 - Underwater Recovery Team**

Subject: Underwater Recovery Team	Issued: 09/00
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 01/19
Signature: <i>Signature on File</i>	Revision #: 3

PURPOSE

The Jupiter Police Department Underwater Recovery Team (URT) will provide trained individuals and the equipment necessary to deal with any incident occurring in, on, or under the various bodies of water located within the Town of Jupiter of which the Department would have jurisdiction.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

This order is designed as a guideline for the Underwater Recovery Team. No set of regulations can govern every circumstance. Divers are reminded that safety is the primary concern. While accomplishing the assigned task is important, doing so at abnormal risk or with injury to a diver is not acceptable. Each diver is expected to consider safety first in the event an occurrence arises that is not covered herein.

In cooperation with the Mutual Aid Agreement, the Underwater Recovery Team members may be utilized to assist other agencies in underwater operations. Such operations will require Supervisory approval prior to deployment.

15.26.1 TEAM ORGANIZATION

A. The Underwater Recovery Team (URT) is structured as follows:

1. **Team Supervisor** - the Supervisor will administer the URT according to the policies,

procedures, and regulations contained within this General Order, and in accordance with the respective rules and regulations of the Jupiter Police Department.

2. **Team Leader** to be selected by the URT. The Team Leader will assist the Team Supervisor and act as Team Supervisor in their absence. He will also schedule and organize training dates and times. The Team Leader will be responsible for diver safety and proficiency.
3. **Police Diver** - a law enforcement diver trained as a Professional Association of Diving Instructors Rescue Diver, with a Search & Recovery specialty. Subordinate to the Team Supervisor and the Team Leader in all matters pertaining to the Team.
4. **Police Dive Tender** - a sworn law enforcement officer who is responsible for surface support of the URT. This position does not require being a certified diver. The primary duties of the Police Dive Tender are to assist and support Police Divers in logistics, equipment and underwater operations. The Police Dive Tender is not authorized to engage in actual police diving without an officially recognized Police Diver Certification.

B. Overall Duties of the Team Members

URT personnel have an overall duty and responsibility to perform rescues and protect life and property. Additionally, members are responsible for crime scene preservation, search, evidence retrieval, body recovery and property recovery.

15.26.2 URT DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Underwater Recovery Team will include, but not be limited to:

- A. Responding to the scene;
- B. Evaluating the dive site and objective(s) - A team member will not be compelled to enter or remain in the water if safety concerns exist;
- C. Using approved methods for underwater crime scene investigation and search;
- D. Photograph recovered evidence before removal, when possible; and,
- E. Complete an Underwater Recovery Report Form after each event/incident.

15.26.3 SELECTION PROCESS

Members will submit a written Underwater Recovery Team participation memorandum to the Chief of Police, via the chain of command. The memorandum will include the member's background information, qualifications, and experience. To be eligible for acceptance as a Police Diver, a member must:

- A. Be a certified police officer with a minimum of one year with the agency (after completing applicable training).
- B. Have current scuba diving certification.
- C. Demonstrate diving proficiency.
- D. Submit to a physical examination by a licensed physician.
- E. Obtain biennial (every 2 years) tetanus immunizations as a condition of participation.

15.26.4 ASSIGNMENT AND REQUIREMENTS

- A. Members will always be assigned in teams of three or more (two divers and one tender minimum). The type of dive to be conducted will dictate the method and manner in which it is performed. The Team Leader, or in their absence the senior unit member on the scene, will evaluate and make the determination as to the matter in which the dive will be conducted and/or the need for additional equipment and/or personnel.
- B. Seniority will be determined as follows:
 - 1. Assignment in URT command structure.
 - 2. Higher certification level recognized by the URT.
 - 3. In the event two divers of equal certification level are engaged in the dive, seniority will be designated by the Team Supervisor.
- C. Team members will only enter the water without a second diver present in the event of immediate peril of life. Such entry will not be made without notification to a Supervisor. The Supervisor immediately will cause a second diver to be dispatched to the scene, if it has not been done already. Notification to the Team Supervisor will then be made by the Supervisory Officer on scene.
- D. The Jupiter Police Department URT will perform all water related work within the Town of Jupiter and other jurisdictions under the assumption that each incident constitutes a crime scene and, as such, must not be contaminated by untrained and unauthorized personnel.
- E. Each member will be required to successfully complete the URT swim test annually. The uniform for the swim test will be shorts and a shirt. The swim test consists of the following elements:
 - 1. 225 yard swim (any stroke).
 - 2. Retrieval of a simulated unconscious person to the surface in 10-12 feet of water.

3. Tread water for 15 consecutive minutes (last 5 minutes with hands out of the water).
4. 50 foot underwater swim (without pushing off).

F. Failure to complete the course will result in the following action:

1. Any member failing to successfully complete the swim test during the first attempt will have thirty (30) days to successfully complete the test.
2. Failure to complete the swim test after the thirty (30) day period, but less than sixty (60) days, will result in suspension from all URT training.
3. Failure to successfully complete the swim test after sixty (60) days, but less than ninety (90) days, will result in suspension from training and all URT operations.
4. Any member failing to complete the swim test after ninety (90) days will be required to meet with the Team Supervisor and Team Commander for review and appropriate action regarding their assignment on the URT Team.

15.26.5 REQUESTS FOR RESPONSE

A. Non Emergency

1. Members of the Department may request underwater recovery assistance through a memorandum, directed to the Team Supervisor. The request will include:
 - a. Type of investigation and case number;
 - b. Reason for dive; and
 - c. Dive site location and description of water, estimated depths, water quality and condition, temperature, and accessibility.
2. The Team Supervisor will determine if a team response is warranted and will assign any additional members for assistance as required.

B. Emergency

The on scene Supervisor will request URT assistance through the Team Supervisor, or in his/her absence, the Team Leader. The on scene Supervisor will relay all pertinent information to the Team Supervisor or Team Leader, who will then make an initial determination as to whether or not a call out is warranted. If a call out is warranted, then an initial determination as to what type of equipment and personnel will be needed, will be made. (URT members will assist with victim recovery and submerged vehicle investigations at the request of an investigative agency.)

C. Salvage Operations

The Chief of Police, or his designee, will determine the extent to which the URT may be used to assist private owners in recovery or salvage operations. (As a general rule, private salvages will be used absent exigent circumstances, e.g., hazard to navigation, environmental concerns).

15.26.6 SAFETY

- A. Safety is the direct responsibility of each and every member of the URT. Divers will not violate Professional Association of Diving Instructors (PADI) standards regarding safety at any time, unless an immediate peril to life is present.
- B. Divers will consider the risk to successful completion value prior to making any dive, and are authorized to delay said dive until same can be performed safely or with a minimum of risk.
- C. No diver will be ordered to perform any dive when said diver has expressed an opinion that to do so would subject that diver to a risk that exceeds the value of the successful completion of said dive. Such an order will be considered unlawful, and refusal to obey same will not subject said diver or divers to any disciplinary action.
- D. Any dive that will exceed 20' in depth and will be for a duration of 30 minutes, e.g., body search, evidence search, will be conducted by a minimum of two "wet" divers and a topside diver. The Team Leader or his/her designee will maintain depth and duration calculations on each diver and ascertain that nitrogen levels are not exceeded.
- E. Before and after any dive, URT members will use eardrops consisting of either of the following solutions:
 - 1. hydrogen peroxide & isopropyl alcohol.
 - 2. vinegar & isopropyl alcohol.

15.26.7 TRAINING

Training will be provided during monthly URT meetings and through interdepartmental training sessions with other agencies. The Team Leader will maintain monthly training documentation, and will also provide a copy to the Training Coordinator for placement in their training file.

15.26.8 UNIFORMS

- A. Divers will wear the uniform as prescribed for their respective assignment.
- B. Divers, while performing duties on a dive scene may wear any Class "B" uniform presently approved by the Chief of Police. They may also wear approved shorts with their URT uniform shirt.

- C. Choice of uniforms on the dive scene is discretionary unless otherwise authorized by the Team Supervisor.
- D. "Dive Scene" is defined as the area encompassing the incident being investigated and the route to and from such scene, as well as the route to and from any other destination, if that destination is related to the mission being performed.
- E. Divers are excused from the requirement of wearing body armor on dive scenes.

15.26.9 EQUIPMENT

- A. Unit members will store specialized equipment in an assigned area. Equipment may, at times, need to be stored in assigned emergency vehicles or other accessible, but secure locations.
- B. Members will be responsible for the proper care and maintenance of their assigned equipment.
- C. Divers who lose, have stolen, or have equipment rendered inoperative by breakage or destruction will have equipment replaced by the Town.
 - 1. Equipment replaced will be of equal value and capability, but it may not be an exact replacement. (Note: every attempt will be made to find an exact replacement first.)
 - 2. Loss or theft, destruction or breakage directly attributable to the unit member's negligence or deliberate action does not enjoy the protection of this section.
- D. The following is a general listing of assigned specialized equipment issued for safety, protection, and assisting with the successful resolution of underwater situations:
 - 1. Dive Regulator
 - 2. Dive Octopus
 - 3. Air/Depth Console with Compass
 - 4. Buoyancy Compensator (BC)
 - 5. Dive Mask
 - 6. Dive Snorkel
 - 7. Dive Fins
 - 8. Dive Gloves
 - 9. Dry Suit
 - 10. Dry Suit Gloves
 - 11. Full Face Dive Mask with Closed Circuit
 - 12. Dive Boots
 - 13. Generic 6mm Hood
 - 14. Weight Belt with Lead Weights
 - 15. 80 cu. ft. Aluminum Tanks with Sherwood Valve and Tank Boots

16. Knife with Sheath
17. Dive Light with Batteries
18. Mesh Gear Bag
19. Wet Suit
20. Dry Suit Fins
21. Tank Holder/Backpack
22. AquaCom - surface to water communications

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.27 Global Electric Motor Car (GEM)

Subject: Global Electric Motorcar (GEM)	Issued: 09/01
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 12/07
Signature: <i>Signature on File</i>	Revision #: 1

PURPOSE

The purpose of this General Order is to provide officers who use the Global Electric MotorCar (GEM) with guidelines that address policies and procedures which have special significance to the GEM mission.

SCOPE

This General Order will apply to all Jupiter Police Department personnel.

15.27.1 GOALS AND OBJECTIVES

- A. To provide police service to specific areas of the community (Abacoa Town Center, Riverwalk, schools, etc.)
- B. To provide support services to the Patrol Bureau.
- C. To provide an initial detection and a support element for crowd control activities (concerts, special events, etc.)
- D. To minimize criminal activity in the area assigned by maintaining high visibility and ready availability.
- E. To maintain and enhance community relations through visibility and proactive police/citizen contacts, and a concern for the problems of the assigned areas.

15.27.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of officers using the GEM will include but not be limited to:

- A. Maintaining availability to handle requests for service in assigned areas.

- B. Familiarization with the crime and problem areas within their assigned area.
- C. Being qualified to operate the GEM by receiving approved training in its operation, safety, nomenclature, and care.
- D. Preventative maintenance of the GEM including checking the Battery Discharge Indicator, tire pressure, brake fluid, and lights, as well as wiping down the interior and exterior if they become dirty.
- E. The GEM will be inspected at the beginning and end of each use. All defects or damaged/missing equipment will be reported to the on duty Shift Supervisor.

15.27.3 EQUIPMENT

Equipment kept in the GEM car will include:

- A. Trauma kit
- B. Fire extinguisher
- C. Traffic cones.

15.27.4 ACCOUNTABILITY

- A. The Fleet Manager will be accountable for the required maintenance of the GEM.
- B. The GEM will be under the control of the Administrative Services Commander for administrative purposes.

15.27.5 USE AND LIMITATIONS

- A. The GEM will respond to any situation where the legitimate purposes of law enforcement can be enhanced through its use.
- B. The GEM will not be used for personal business, recreation, or for any purpose that does not serve the legitimate needs of law enforcement or the Town of Jupiter.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.28 - Fair and Impartial Policing

Subject: Fair and Impartial Policing

Issued: 10/01

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/17

Signature: *Signature on File*

Revision #: 4

PURPOSE

To unequivocally state that bias based profiling by the Jupiter Police Department is totally unacceptable, to provide guidelines for officers to prevent such occurrences, and to protect our officers from unwanted accusations when they act within the scope of the law and policy.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

DISCUSSION

A fundamental right guaranteed by the Constitution of the United States to all who live in this nation is the right to equal protection under the law. Along with this right to equal protection is the fundamental right to be free from unreasonable searches and seizures by government agencies. Citizens are free to walk and drive our streets, highways, and other public places without police interference so long as they obey the law. They are also entitled to be free from crime, from the depredations of criminals, and to drive and walk our public ways safe from the actions of reckless and careless drivers.

The Jupiter Police Department is charged with protecting these rights, for all, regardless of race, color, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group or other identifiable groups.

Because of the nature of law enforcement, Jupiter Police Department officers are required to be observant, to identify unusual occurrences and law violations, and to act upon them. It is this proactive enforcement that keeps our citizens free from crime, our streets and highways safe to drive upon, and that detects and apprehends criminals.

This policy is intended to assist the Jupiter Police Department in accomplishing this total mission in a way that respects the dignity of all persons and yet sends a strong deterrent message to actual and potential lawbreakers that if they break the law, they are likely to encounter the police.

POLICY

It is the policy of the Jupiter Police Department to patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce the motor vehicle laws, while insisting that citizens will only be stopped, detained, questioned or searched when there exists reasonable suspicion to believe they have committed, are committing, or are about to commit an infraction of the law.

DEFINITIONS

Bias Based Profiling/ Discriminatory Profiling - the unequal treatment of any person including stopping, questioning, searching, detention, or arrest solely or primarily on the basis of a common trait of a group; this includes but is not limited to their racial or ethnic characteristics, religion, age, gender, sexual orientation, socio-economic status, cultural group or other identifiable group.

Reasonable Suspicion - also known as *articulable suspicion*. Suspicion that is more than a mere hunch, but is based on a set of articulable facts and circumstances that would warrant a person of reasonable caution in believing that an infraction of the law has been committed, is about to be committed, or is in the process of being committed, by the person or persons under suspicion. This can be based on the observations of a police officer combined with his or her training and experience, and/or reliable information received from credible outside sources.

15.28.1 AGENCY RESPONSIBILITIES

- A. The Jupiter Police Department's efforts will be directed toward assigning officers to those areas where there is the highest likelihood that crashes will be reduced and/or crimes be prevented through proactive patrol.
- B. Traffic enforcement, field contacts, searches, and asset seizure and forfeiture will be accompanied by the consistent, ongoing supervisory oversight to ensure that officers do not go beyond the parameters of reasonableness in conducting such activities.

15.28.2 TRAINING

- A. Sworn members will receive initial and annual training in bias based profiling issues including safe and legal traffic stops, officer safety, courtesy, cultural diversity, the laws governing search and seizure, and interpersonal communications skills.
- B. Training programs will emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action.

15.28.3 MEMBER RESPONSIBILITIES

- A. It is the policy of the Jupiter Police Department to prohibit bias based profiling in all police-

initiated actions. These include all investigative detentions, field contacts, traffic contacts, arrests, searches, asset seizures and forfeiture efforts.

- B. Officer's actions will be based on a standard of reasonable suspicion or probable cause as required by the Fourth Amendment of the U.S. Constitution and statutory authority. Officers must be able to articulate specific facts, circumstances and conclusions, which support reasonable suspicion for an investigative detention or traffic stop, or probable cause for arrest.
- C. In the absence of a specific, credible report containing a physical description, officers will not consider race, ethnicity, national origin, religion, age, gender identity or sexual orientation in establishing either reasonable suspicion, probable cause, or as a basis for requesting consent to search.
- D. During officer/violator contacts, every effort should be made to minimize conflict. This will be done by giving a proper greeting, identifying yourself, politely asking for identification or any required documents, stating the reason why the person is being stopped or detained, allowing the person the opportunity to explain themselves or "have their say", informing the person as to what action is being taken and what the person must do as a result, and giving an appropriate closing (avoiding trite expressions such as, "Have a nice day", which would be inappropriate in these circumstances.)
- E. Appropriate enforcement action should be completed, generally in the form of a warning, citation, or arrest. The proper form must filled out by the officer, and will include the gender and race or ethnicity of the person stopped, if this information can reasonably be ascertained by physical appearance or from the driver's license or other documents provided by the individual.
- F. No stopped or detained person, once warned or cited, will be detained beyond the point where there exists no reasonable suspicion of further criminal activity, and no person or vehicle will be searched in the absence of a search warrant, a legally recognized exception to the warrant requirement, or the person's voluntary consent. In each case where a search is conducted, this information will be recorded, including the legal basis for the search, and the results thereof. When possible, consent will be documented on a Consent to Search form.
- G. The deliberate recording of any misleading information related to the actual or perceived race, ethnicity, gender, or sexual orientation of a person stopped for investigative or enforcement purposes is prohibited and a cause for disciplinary action.

15.28.4 COMPLAINTS OF BIAS BASED / DISCRIMINATORY PROFILING

- A. Any person may file a complaint with the Jupiter Police Department if they feel they have been stopped or searched based on race, color, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group or other identifiable group profiling, and no person will be discouraged, intimidated, or coerced from filing such a

complaint, or be discriminated against because they have filed such a complaint.

- B. All members of the Jupiter Police Department will forward citizen complaints of misconduct to the accused member's supervisor, the on duty supervisor or to Internal Affairs.
- C. Supervisors receiving such complaints will handle them in accordance with General Order 11.1 - Misconduct Investigations and Disciplinary Procedures.
- D. All profiling complaints received and investigated by the Jupiter Police Department, as well as the findings, will be maintained in the Office of Internal Affairs.

15.28.5 ADMINISTRATIVE REVIEW

- A. Annually, the Accreditation Manager will conduct a documented review of agency practices related to bias-based profiling. The review will include recommendations on whether policy, training, or disciplinary issues should be addressed.
- B. The review will include, but not be limited to, the following agency practices: Citizen concerns/ complaints, traffic enforcement activities, arrests, property seizures, and internal affairs investigations/ administrative inquiries.
- C. The completed review will be forwarded to the Chief of Police for his review.

15.28.6 DISCIPLINARY PROCEDURES AND CORRECTIVE MEASURES

- A. Appropriate sanctions will be implemented for non compliance to this policy which may include any or all of the following: officer advisory report (counseling), remedial training, and disciplinary action
- B. Failure to report any observed or known violations of this general order by any Jupiter Police Department employee will result in disciplinary action.

15.28.7 COMMUNITY EDUCATION AND AWARENESS

The Jupiter Police Department will educate and make the community aware of bias based/discriminatory profiling by way of the Department's website, citizen's police academy and any other method determined to be effective.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.29 - Missing Persons**

Subject: Missing Persons	Issued: 12/02
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 01/19
Signature: <i>Signature on File</i>	Revision #: 7

PURPOSE

The purpose of this General Order is to inform Department personnel of their responsibilities in handling missing person and runaway cases and ensure the correct handling of missing person reports which come to the attention of the Jupiter Police Department.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

The Jupiter Police Department recognizes that missing persons, especially missing children, are a great concern to the community. It is well established that many missing persons become victims of crime. The Department's prompt and professional response to a missing person report can have a positive effect on the case and the community.

POLICY

The Jupiter Police Department will investigate all reports of missing persons, missing or exploited children; including runaways, abused, abandoned, abducted, unidentified, or other missing status, in accordance with F.S. 937.021 and F.S. 937.022.

DEFINITIONS

Missing Adult - A person eighteen (18) years of age or older who has been reported as missing by another member of his/her family or other responsible adult.

Missing Juvenile - A person under the age of eighteen (18) years of age who has been reported missing by his/her parents or guardian.

Runaway Juvenile - A juvenile who has run away on his/her own volition without the consent of the parents or guardian.

Parental Abduction - Circumstances involving a family member abduction may include a divorced or separated parent's failure to return the child to the child's guardian or taking the child without the knowledge or permission of the child's guardian.

Project Lifesaver - Project Lifesaver relies on proven radio technology and a specially trained search and rescue team. Participants enrolled in the Project Lifesaver program wear a personalized wristband that emits a tracking signal. When caregivers notify the Jupiter Police Department that the person is missing, a search and rescue team responds to the wanderer's area and starts searching with the mobile locator tracking system. Agency members will be trained in the use of the Project Lifesaver equipment.

15.29.1 MISSING PERSONS

- A. There is no waiting period for the documentation and investigation of all categories of missing persons and runaways in accordance with F.S.S. 937.021.
- B. While a report of a missing person (child or adult) must be accepted by and filed with the law enforcement agency with jurisdiction in the locale where the person was last seen, any law enforcement agency may accept a report when agency jurisdiction cannot be determined.
- C. Missing person reports will be accepted from anyone having pertinent information if the missing person fits into any of the following categories:
 - 1. Missing under unusual or suspicious circumstances;
 - 2. Foul play is suspected;
 - 3. Psychiatric disorders, suicidal, despondent, and/or depressed;
 - 4. Physically or mentally challenged; or
 - 5. Overdue travelers.
 - 6. Missing/runaway juveniles
- D. The officer taking the initial report will interview the person reporting the missing person to determine the circumstances surrounding the missing person status and obtain a witness statement documenting the same.

E. The initial missing person report will include, but is not limited to, the following:

1. Full name, date of birth and place of birth;
2. Race/Sex;
3. Address;
4. Date, time, and location last seen accompanied by whom, if known;
5. Physical description (height, weight, hair and eye color, complexion, build, and unique identifying characteristics);
6. Any identification numbers (Social Security, driver's license, etc.);
7. Clothing descriptions at the time last observed, including any jewelry worn;
8. Location missing from;
9. Destination and/or transportation mode, if known;
10. Occupation and employment information;
11. If they are a student, school information;
12. Mental/physical condition and medications taken, if any;
13. If they are a participant in Project Lifesaver;
14. Doctor and dentist information;
15. If photos, fingerprints, or dental records are available;
16. If the person has been missing before, if so list the case number(s) and location(s) of recovery.
17. Any pertinent information that would aid in the investigation (friends, relatives, locations the missing person frequents, etc.).
18. Reporting person's name, address, telephone number and relationship to the missing person.
19. Any other information required to complete the missing person report.

F. Collected information will be disseminated in the following manner:

1. The case number and Department contact information will be given to the reporting person along with instructions to notify the Department of any new developments or if the person returns.
 2. Instruct the Communications Section to broadcast a BOLO to Jupiter Police units, and to issue a BOLO to all Palm Beach County law enforcement agencies and to all other agencies, counties, or states to which or through which it is thought the missing person may be traveling.
 3. All information will be given to the Communications Section in order to enter the missing person into the FCIC/NCIC Missing Person File.
 4. A recent photograph, if available, will be obtained by the investigating officer, marked with the case number and name on the back and forwarded with the report to the Criminal Investigations Section. A Missing Person poster may be created on the LOCATER computer in CIS and disseminated for investigative purposes.
- G. All missing persons meeting the criteria set forth by FDLE (disabled, endangered, involuntary, juvenile, or disaster victim) will be entered into the FCIC/NCIC Missing Person File by the Communications Section personnel as soon as possible.
- H. Investigation and search in missing person cases will be conducted initially by the officer on scene.
- I. If suspicious or unusual circumstances exist or foul play is suspected in which the person is considered critically missing or at risk, the initial reporting officer will:
1. Notify the on duty supervisor;
 2. Assess the need for additional assistance (manpower for area search, K 9, PBSO or WPBPD helicopter, investigators, or other agencies whose jurisdiction may be involved in the case).
 3. Insure that an FCIC/NCIC entry is made as soon as possible. Broadcast a description of the missing person and pertinent information.
- J. Follow up Investigation and Search
1. The original investigating officer is responsible for conducting follow up investigations unless a supervisor assigns the case to another officer or to the Criminal Investigations Section.
 2. Follow up investigations of missing person cases (including follow up contact with the reporting person) will be conducted as enumerated in General Order 17.1, Investigations.

3. Area searches should be initiated in those cases involving: missing children less than 13 years old; missing persons classified as endangered, disabled, or involuntary when the report is received at the same time as the subject's disappearance. This does not prohibit a Supervisor from initiating an area search for missing persons/juveniles that do not meet the above criterion if circumstances warrant it.
 - a. Residences and immediate surrounding areas of young missing children should be thoroughly searched early in the investigation.
 - b. In cases where foul play is suspected, the scene will be secured and thoroughly investigated. Door to door searches may be conducted in the immediate area.
 - c. When area searches are conducted, utilization of K-9 teams and the PBSO or WPBPD helicopter should be considered, particularly if there are undeveloped areas, waterways, or construction sites to be searched.
 - d. Searches will be coordinated by the on-scene supervisor.
4. Where appropriate, information about runaway and/or missing person may be distributed through the use of fliers, City Watch System, and the news media.
5. **Detective Notification** – In cases involving runaways, missing juveniles less than 13 years old, and missing persons classified as disabled, endangered or involuntary, who are not located during the initial investigation and search, the following procedures will be adhered to:
 - a. The Supervisor will notify the on-call detective prior to the conclusion of the initial search.
 - b. The Supervisor will relay all the facts surrounding the disappearance and the search efforts conducted during the initial investigation.
 - c. The on-call detective will follow CIS protocol to determine the type of response that is required.
 - d. The on-call detective who was notified will be the assigned detective unless the case is reassigned by the CIS Supervisor.
6. All other missing person cases will be assigned to police officers for continued investigation. These investigations will include periodic contact with the reporting party to determine if there has been contact with the runaway or missing person or if any new information on their whereabouts has been received.
7. These cases will be entered into the appropriate case management system and monitored by the supervisor of the assigned officer or detective.

8. If the missing person is not located within thirty (30) days of the initial report, the assigned Detective will thoroughly review the case file, conduct follow up interviews of key witnesses, and request the written consent of the family or next of kin to obtain the missing person's dental records for inclusion in the NCIC Dental File. The Detective is responsible for informing his/her supervisor of the status of the investigation.
9. All missing person cases will be reviewed monthly at a minimum in order to determine whether or not the case should be maintained in the FCIC/NCIC database. Subjects who have been located will be promptly removed from the database according to the procedures stated in section 15.29.4 of this order.
10. The investigating officer or detective is responsible for continued and periodic contact with the missing person's family, and documenting the contact in a supplemental report.

15.29.2 MISSING JUVENILE / RUNAWAYS

- A. In compliance with F.S.S. 937.021, there will be no waiting period in the investigation or documentation of any runaway or missing juvenile incident.
- B. In addition to the procedures listed in Section 15.29.1, Missing Persons, the investigating officer is responsible for the following when taking a missing juvenile report:
 1. Immediately complete a Missing Person/ Runaway report.
 2. All on duty officers and every other law enforcement agency having jurisdiction in the county will be immediately informed of the existence of the missing juvenile report.
 3. The missing juvenile will be entered into the FCIC/NCIC Missing Person File without delay.
- C. Missing Juvenile Follow up Investigations: If a missing juvenile/runaway is not located by the end of the investigating officer's shift, the incident report will be referred to the supervisor of the on coming shift for appropriate assignment and continued follow up investigation, until such time the investigation can be turned over to Criminal Investigations for assignment to a Detective.
- D. FDLE Missing Endangered Persons Information Clearinghouse (MEPIC) 24 hour phone line 1 888 FL MISSING (356 4774). The investigating officer may refer parents/guardians to the MEPIC where a report can be filed in addition to a Jupiter Police Department report.
- E. The MEPIC has the authority to actively accept cases involving Missing Endangered Persons, defined (at F.S. 937.0201) as a missing child, a missing adult younger than 26 years of age, or a missing adult 26 years or older who is suspected by the law enforcement

agency being endangered or the victim of criminal activity. Only the law enforcement agency having jurisdiction over the case may submit a missing endangered person report on a missing adult 26 years of age or older.

F. Report Guidelines

1. NCIC policy requires the entry of a report on a missing person under the age of 21 immediately upon filing of the report.
2. Amendments to F.S. 937.021 require entry into the FCIC and NCIC systems of missing person reports (for juveniles and adults) within 2 hours after receipt of the report.
3. The Federal Bureau of Investigations has defined "receipt of the report" to mean that the responding officer has completed his/her assignment on location and the minimum criteria for entry of the missing person into FCIC/NCIC have been met.
4. The time when the minimum entry criteria are met should be noted in the completed onsite report for audit purposes.

G. DNA/Biological Samples

1. F.S. 937.021 requires agencies to attempt to obtain and submit biological specimens for DNA analysis from the missing person (child or adult) or from appropriate family members when the missing person has not been located within 90 days.
2. The statute further states that FDLE will determine the process by which these samples are to be submitted. Because a different kind of DNA analysis (Mitochondrial DNA testing) must be performed to obtain missing and unidentified deceased person DNA profiles, FDLE asks at this time, that these biological specimens be forwarded directly to the FBI or to the University of North Texas, for appropriate testing and database entry, rather than FDLE, as would normally be done. For more detailed information about this process, please contact the MEPIC at 1-888-356-4774.
3. Once an agency has obtained a biological sample and written a supplement to the original missing person report, the agency should modify the entry in FCIC and NCIC.
 - a. The DNA can be entered as either No (the sample is not available) or Yes (the sample was obtained).
 - b. If "Y" is entered, then the DLO Field must contain information regarding the name of the lab that analyzed the DNA sample, contact person, type of DNA specimen submitted, and the lab case ID number and other information deemed appropriate by the agency.

- c. If the DLO field is marked as “N” or left defaulted to N, then the DLO must be blank.

H. **Florida Amber Plan:** The purpose of the Florida Amber Plan is to broadcast critical information of a missing/abducted child believed to be endangered, in a timely manner, to the general public via radio and television.

1. To activate the Amber Alert the following criteria must be met:

- a. The child must be under 18 years of age.
- b. The child must be in immediate danger of serious bodily harm or death.
- c. There must be enough descriptive information to believe a broadcast will help.
- d. The activation must be recommended by the local law enforcement agency of jurisdiction.

2. Steps for activation:

- a. Call the FDLE Missing Endangered Persons Information Clearinghouse (MEPIC) at 1 888 356 4774.
- b. FDLE will work in conjunction with the Jupiter Police Department to determine if information is to be broadcast on a regional or statewide basis.
- c. FDLE working in conjunction with the Jupiter Police Department will prepare information (child, suspect, and/or vehicle, contact information) for public distribution using an approved format.
- d. FDLE will ensure that the information is broadcast through the Emergency Alert System.

I. Additional resources available to assist in locating missing juveniles include:

1. National Center for Missing and Exploited Children: 1 800 THE LOST (843 5678)
(Florida Branch 1 561 848 1900)
2. Jimmy Ryce Center for Victims of Predatory Abductions: 1 800 JIM RYCE (546 7923)
3. Missing Children Help Center: 1 800 USA KIDS (872 5437)
4. Child Watch (Orlando): 1 800 928 2445
5. A Child is Missing, Inc.: 1 888 875 2246

6. FBI National Center for the Analysis of Violent Crime: 1 800 634 4097

7. Local media outlets, including Crime Stoppers.

15.29.3 PARENTAL ABDUCTION

Once it has been determined that the missing juvenile has been abducted by one of his parents and the respective steps have been taken as described in Section 15.29.2, Missing Juvenile, the case will be assigned to the department's Criminal Investigations for follow up by a detective. The following investigative procedures should be used:

- A. Check the custody order and verify if it is original and current. Make several copies of custody papers. Try to determine if there is joint custody or if custody was granted in another jurisdiction or state.
- B. If custody papers are in order, take statements from the searching parent to include that permission was not given to the abductor parent to take the abducted child for more than the agreed upon time and that the searching parent's wishes are to prosecute. Civil action can be taken if criminal prosecution is not requested. Sworn statements (affidavits) should be taken from any individuals who have knowledge that the child was abducted from the searching parent (witnesses, neighbors, friends and family).
- C. If prosecution is requested, file the felony case with the State Attorney's Office, pursuant to Section 787.04, Florida Statutes. The following documents will be needed for filing:
 - 1. Copy of the Missing Persons Report;
 - 2. All sworn statements;
 - 3. Copy of the most recent custody order (plus all proceeding orders)
 - 4. Any documentation/evidence that the child is being hidden by the abductor parent or has been taken out of state by the abductor parent (school records, utility bills, statements, etc.);
- D. A felony warrant will enable the Assistant State Attorney/Palm Beach County Sheriffs Office Warrants Division to issue a nationwide BOLO for the arrest of the abductor parent through the NCIC computer. A BOLO for the abduction parent can be issued across state lines if a felony warrant has been entered into NCIC.
- E. The officer, detective or Assistant State Attorney may also obtain an Unlawful Flight to Avoid Prosecution (UFAP) warrant and request federal law enforcement assistance if the abductor parent has left the state.
- F. If felony warrants cannot be obtained, advise the searching parent to pursue a civil action (i.e., contempt of court)

15.29.4 RECOVERY OF MISSING PERSON / RUNAWAY

- A. If the missing person/runaway was reported missing by the Jupiter Police Department, a supplemental report will be completed documenting the recovery information.
 - 1. Verifications will be made in person or by another law enforcement agency via FCIC/NCIC confirmation to ensure the person has returned.
 - 2. The recovered person will be removed from the FCIC/NCIC Missing Person File and any previously issued BOLOs will be cancelled.
- B. If the missing person/runaway was reported missing by another jurisdiction, a Recovered Missing Person/Runaway report will be completed documenting the recovery information and the original reporting agency will be notified of the recovery.

15.29.5 SILVER ALERT

- A. The Silver Alert has been developed to broadcast vehicle information of a missing elderly person who suffers from irreversible deterioration of intellectual faculties (dementia) in a timely manner, to the general public via FDOT's highway dynamic message signs and other highway advisory methods.
- B. The Silver Alert System may be activated if all of the following criteria are met:
 - 1. The investigating officer has initiated a regional media alert;
 - 2. The missing person is 60 years of age or older;
 - 3. There must be a clear indication that the individual has a diagnosed cognitive impairment, such as Dementia;
 - 4. Under extraordinary circumstances when a person age 18 to 59 has irreversible deterioration of intellectual faculties and the Criminal Investigations Section Supervisor has determined the missing person lacks the capacity to consent, and that the use of dynamic message signs may be the only possible way to rescue the missing person;
 - 5. The missing person is believed to be in danger and driving a vehicle;
 - 6. A Silver Alert Activation must be authorized by a supervisor.

15.29.6 SILVER ALERT ACTIVATION

- A. The Silver Alert System should be activated as soon as possible after it is determined that all of the aforementioned criteria in 15.29.5 have been met.

- B. Contact the FDLE Missing Endangered Persons Information Clearinghouse (MEPIC) toll-free at 1-888-356-4774.
- C. Advise the person answering that the activation of the Silver Alert Plan is requested and provide the following information:
 - 1. Vehicle description to include verified vehicle description and tag number;
 - 2. Information that a statewide BOLO to other law enforcement agencies has been initiated; and
 - 3. Information that a regional media alert has been initiated.
- D. Notify the On-Call Administrator.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.3 - Vehicle Pursuit

Subject: Vehicle Pursuit	Issued: 01/87
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 10/18
Signature: <i>Signature on File</i>	Revision #: 10

PURPOSE

The purpose of this General Order is to establish guidelines for emergency response and vehicular pursuit situations.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Personnel operating marked police vehicles, equipped as authorized emergency vehicles, may initiate and continue vehicular pursuits in compliance with the provisions of this General Order.

All personnel operating Department vehicles should exercise due regard for the safety of all persons. No assignment should be of such importance, and no task should be expected with such emphasis, that the principles of safety become secondary. There are no tasks in the Department of such importance that they justify the disregard of the safety of innocent persons.

Vehicular pursuits of fleeing suspects can present a danger to the lives of the public, officers, and suspects involved in the pursuit. Tactics used to stop a fleeing vehicle may be considered a use of force. It is the policy of this law enforcement agency to regulate the manner in which vehicular pursuits are undertaken and performed.

DISCLAIMER

This policy is for internal use only. The policy does not claim to create a higher legal standard of safety or care on third party claims. Violation of this policy may form the basis of Jupiter Police Department sanctions only. Law violations may form the basis of civil or criminal action in a

court of law.

DEFINITIONS

Boxing In - A deliberate tactic by two or more patrol vehicles to force a vehicle in a specific direction, or to force the vehicle to stop, or reduce speed accomplished by the maneuvering into place of patrol vehicles in front of, behind, or beside the vehicle.

Code One - (Routine Vehicle Operation) Under normal, non emergency operating conditions, and while responding to routine calls for service, members operating police vehicles will adhere to all traffic laws and drive defensively in a safe and courteous. No emergency warning equipment will be utilized.

Code Three - Emergency, urgent, or serious injury responses, officers are to respond to the call immediately, proceeding directly to the location as quickly as reasonably possible, utilizing both siren and emergency lights. (Exception: When responding in an emergency mode, emergency signal devices may be deactivated when at a distance from the scene - to be determined by the sworn member for officer safety or safety to potential victims - so as to not alert subjects to law enforcement proximity.)

Deliberate Contact - In the course of a pursuit, a deliberate tactic (not including a PIT) by one or more patrol vehicles to make contact anywhere against the pursued vehicle in an attempt to force the pursued vehicle to stop or reduce speed.

Emergency Response - A situation in which an actual emergency exists or is believed to exist. For example: armed robbery, police officer needing priority back-up, traffic crashes involving serious injury, or other such events.

Emergency Roadblock - The use of a partial or complete roadblock must be authorized by a supervisor and can be used only as a last resort when deadly force is justified. The road block must be clearly visible and provide adequate warning to allow the pursued vehicle to come to a safe stop. This definition does not apply to vehicles which are not in motion or traveling less than 10 mph.

Emergency Vehicle - A Jupiter Police Department motor vehicle which is equipped with emergency warning lights and siren. Vehicles without lights and siren equipment are not considered emergency vehicles and are prohibited from participating in a pursuit.

Failure to Yield - A situation in which a violator fails to stop, but does not actively attempt to flee or elude from the police officer.

Forcible Felony - Forcible felony is described as: treason; murder; manslaughter; sexual battery; carjacking; home-invasion robbery; robbery; armed burglary; arson; kidnapping; aggravated assault; aggravated battery; aggravated stalking; aircraft piracy; unlawful throwing, placing, or discharging of a destructive device or bomb; and any other felony which involves the use or threat of physical force or violence against any individual.

Immediate Threat - The reasonable belief that a threat of death or serious physical harm to law enforcement or the public exists.

Intervention Tactic- A police action designed to control a suspect(s) actions. Intervention tactics will include Pursuit Precision Immobilization Technique, Deliberate Contact, Tire Deflation Device, and Boxing in.

Monitoring- The operation of a marked or unmarked vehicle by an officer to survey or follow a suspected law violator while remaining at a safe distance behind the suspect, with the intent to remain undetected. When monitoring, no emergency lights or siren will be activated and all traffic laws will be observed.

Primary Unit - The officer who initiates a pursuit or the officer who assumes control of the pursuit as the lead vehicle and is the first police vehicle behind the fleeing suspect.

Precision Immobilization Technique (PIT) - The intentional act of using a police vehicle to physically redirect a vehicle from its course of travel in order to stop it. The PIT maneuver is a specific, technical maneuver which requires advanced practical training prior to use. When executed by properly trained members under objectively reasonable circumstances, the PIT maneuver does not constitute deadly force. In other circumstances, the PIT maneuver may constitute deadly force and may only be used when authorized by law.

Pursuit Supervisor- The supervisor who has authority and responsibility for the pursuit.

Secondary Unit - An officer who is involved in a pursuit and follows the primary unit at a safe distance in order to assist the primary unit.

Spacing - All units in a pursuit or failure to stop shall maintain adequate space between vehicles to ensure proper reaction and braking time.

Tire Deflation Device (TDD) - A device utilizing a row of spikes to pierce tires, effecting a controlled deflation.

Unmarked Police Vehicle- Any police vehicle that is equipped with emergency equipment (red/blue lights and siren) but not marked with prominent jurisdictional markings.

Vehicle Pursuit - An attempt by an officer in a police motor vehicle to stop or apprehend the occupants of another vehicle when the operator fails to stop and willingly or knowingly uses illegal or evasive driving tactics such as increasing speed, in an effort to avoid detention, apprehension, or arrest.

15.3.1 PURSUIT DRIVING

- A. The Jupiter Police Department recognizes and respects the integrity and value of human life. The primary considerations when determining whether to initiate, continue or terminate a vehicle pursuit are public safety and the safety of department members. All members shall balance the risk to the public created by allowing the suspect to escape against the danger to life and property inherent in pursuit situations. It should be the primary goal of members to employ pursuit intervention strategies to prevent pursuits or to use the strategies to end a pursuit as quickly as possible.

B. Initiating a Pursuit

The sworn member must exercise great care to ensure that his or her actions are objectively reasonable. Officers making a decision regarding whether or not to pursue a violator will consider, among others, the following factors:

1. Seriousness of offense and the risk the suspect(s) pose to the community.
2. Traffic, weather, and road conditions.
3. Time of day.
4. Population density in the area, presence of pedestrians, and school zones.
5. Likelihood of apprehending the suspect as a result of the pursuit.
6. Familiarity with the roadways and the area.
7. Patrol unit capability and condition

15.3.2 DECISION TO PURSUE

- A. A pursuit is justified only when the officer has a reasonable belief a **Forcible Felony** has been committed.
- B. Forcible felony is described as treason; murder; manslaughter; sexual battery; carjacking; home-invasion robbery; robbery; armed burglary; arson; kidnapping; aggravated assault; aggravated battery; aggravated stalking; aircraft piracy; unlawful throwing, placing, or discharging of a destructive device or bomb; and any other felony which involves the use or threat of physical force or violence against any individual.
- C. This policy will not prohibit the pursuit of a suspect where there is imminent danger of serious bodily injury or death to any person(s) or where the failure to pursue may result in grave injury or death to an individual.
- D. All other pursuits are prohibited.

15.3.3 PURSUIT PROCEDURE

The following recommended procedures are to be viewed as guidelines which may or may not be applicable in specific pursuit situations:

- A. **Officers initiating a pursuit** will immediately notify the Communications Center and provide the following information:
 1. Reason for pursuit.

2. Present location and directions of travel.
3. Description of pursued vehicle, including the license plate number, if known.
4. Description and number of occupants, if known.

B. **The secondary pursuit unit's** responsibility is to assist the primary unit in the apprehension of the fleeing vehicle or to continue the pursuit should the primary unit experience an equipment failure.

1. Upon joining the pursuit, the secondary unit will notify the Communications Center.
2. The pursuit units will not pass each other unless requested to do so or if performing an invention tactic.
3. The secondary unit will keep the Communications Center appraised of the progress of the pursuit (route), including the vehicle speeds, traffic conditions, and other hazards that should be considered in terminating the pursuit.
4. The secondary unit will request additional units to join the pursuit, if necessary.
5. If additional units join the pursuit, the officer will identify their position in the pursuit.

15.3.4 PURSUIT DRIVING TACTICS

- A. Florida State Statute 316.072(5) states, in part, that police officers in pursuit of violators are exempt from the absolute speed limitations, but such exemption will not protect the driver from the consequences of a reckless disregard for the safety of others.
- B. Where a pursuit is undertaken that results in damage or injury, the Department and the officer involved will be accountable for the reasonableness of the pursuit and the driving actions taken during the course of the pursuit. The pursuit vehicle will not proceed through stop lights, stop signs, or in contravention of any traffic control signs or devices without first making certain that the way is clear and can be safely navigated. Officers will not pass in no passing zones or drive the wrong way on one way streets unless reasonably certain such action can be safely undertaken and is necessary to maintain the pursuit of the suspect.
- C. Unless specifically requested by the primary or secondary units, pursuits will only involve the primary and secondary units, and a K 9 unit, if available. Pursuit supervisor approval is necessary to increase the number of vehicles involved in the pursuit.
- D. Continuing to follow a vehicle at accelerated speeds without emergency equipment activated (lights and siren) is still deemed to be a pursuit and is prohibited.

- E. **Unmarked vehicles and marked, specialized unit vehicles, such as the police motorcycles are authorized to participate in a pursuit only if the vehicle is equipped with emergency lights and siren.** These vehicles shall only participate until at which time a marked patrol vehicle(s) can take over the pursuit. These vehicles will proceed to the termination point of the pursuit under code one operation to provide guidance and information required for the arrest.
- F. The use of deliberate contact and complete roadblocks should only be used when deadly force is authorized. The pursuit supervisor must approve the tactic and must be utilized within training guidelines.
- G. All intervention tactics short of deadly force, such as tire deflation devices, PIT, and Boxing In shall be used when it is possible to do so safely and when the officer utilizing these techniques has received appropriate training in their use. The use of intervention tactics should be objectionably reasonable.

15.3.5 PURSUIT INTERVENTION TACTICS

A. Tire Deflation Device (TDD)

1. TDDs shall not be utilized unless the officer has successfully completed the Jupiter Police Department approved training course.
2. TDDs may be utilized to terminate a pursuit, in failure to yield situations, or in a preemptive manner with supervisor approval. A preemptive TDD use may be used when there is probable cause to arrest the driver or an occupant of a vehicle when there is an objective reasonable belief that the vehicle may attempt to elude or the suspect has a history to elude to prevent a pursuit. The use of a preemptive TDD should be attempted without the use of overhead lights and/or vehicle siren.
3. TDDs shall never be used on vehicles with fewer than four wheels unless the use of deadly force is justified.
4. TDDs should be deployed in areas with unobstructed views of the roadways from both directions to aid in deployment and lessen the possibility of a crash. The deployment location should be clear of any pedestrians. The safety of members while deploying TDDs must also be considered in selecting a deployment location.
5. Once the TDD is in place, everyone at the scene should seek a secure location away from the path of the fleeing vehicle. Protection should be sought from barriers constructed in a manner capable to offer adequate protection to the on-scene members. Deploying members should use a patrol vehicle for protection only as a last resort. If adequate protection or distance from the roadway is not available, the TDD should not be deployed.
6. When the fleeing vehicle has passed the deployment location, the device shall be

removed from the roadway via the attached cord reel only. If the cord has broken, the roadway should only be entered once there is no traffic that would affect the safe retrieval of the TDD.

7. When another law enforcement agency requests assistance in terminating a pursuit, TDDs may be deployed in accordance with the guidelines contained in this section. However, this does not alter the criteria and guidelines regarding officers becoming actively involved in pursuits.
8. Unless substantial risk to the public is imminent and apparent by not terminating the pursuit, TDDs will not be used to stop the following vehicles:
 - a. Buses or vans transporting passengers.
 - b. Vehicles transporting explosives or hazardous materials.
 - c. Any other vehicle which could reasonably be expected to be above a normal risk of causing serious damage or injury.
9. Reasonable effort will be made to avoid using TDDs on road surfaces that have the following within the immediate vicinity:
 - a. Standing water.
 - b. An exceptionally rough surface.
 - c. Other unique characteristics or circumstances that would indicate a foreseeable increase in the risk of a serious crash.

B. Deliberate Contact

1. **Deliberate Contact** against a fleeing vehicle may be utilized when other reasonable means to stop the vehicle have failed. The officer(s) should select a location to implement the tactic that presents the least possible danger to the public.
2. Low speed deliberate contact may be utilized if the officer has reasonable suspicion that the fleeing vehicle would become a danger to the public if allowed to continue fleeing and other methods are not feasible or immediately available.
3. The officer making deliberate contact should notify other units of the intention to make deliberate contact with the suspect vehicle. Deployment of deliberate contact should be performed in a manner that is objectively reasonable to the given situation.

C. Roadblocks

1. **Boxing In or Rolling Roadblock** shall only be used to stop a vehicle that refuses to stop for blue/red lights and siren and that is traveling at a speed of approximately 45

mph or less.

- a. Officers shall use caution if passing the violator's vehicle, and/or when positioning the vehicles to execute the maneuver.
 - b. This maneuver shall only be attempted when all units involved have received appropriate training in the use of this procedure, and when effective communications between the units is possible.
2. **Emergency (Stationary) Roadblock** shall only be used in extraordinary circumstances which present an immediate threat and only with the permission of the Pursuit Supervisor. No stationary roadblock shall be set up on a hill crest or near a curve. The roadblock must be visible from a sufficient distance to allow the suspect the opportunity to safely stop.
 - a. When setting up a roadblock, the sworn member shall take measures to protect and warn other motorists. Whenever possible, a minimum of three units should be used: two units to block the lanes of travel and one to warn and direct traffic approaching from the opposite direction. Private vehicles shall not be used to establish a stationary roadblock.

D. Precision Immobilization Technique (PIT)

1. The Precision Immobilization Technique shall be used in order to stop the pursuit at the safest and most appropriate opportunity. The PIT maneuver may be executed when other means to stop the pursuit first (officer/ vehicle presence, tire deflation devices and boxing in) have been considered and are not practical. The officer must be able to articulate the reason for their actions.
2. The PIT will be used by those trained officers in a manner to prevent major property damage, injury to officers, suspects or civilians. Therefore, the PIT may be used at a speed not exceeding approximately 45 miles per hour. If an officer uses the PIT at a speed greater than approximately 45 miles per hour, it must be a deadly force issue.
3. A preemptive PIT may be used when there is probable cause to arrest the driver or an occupant of a vehicle for a forcible felony and when there is an objective reasonable belief that the vehicle may attempt to elude or the suspect has a history to elude to prevent a pursuit. The use of a preemptive PIT may be conducted only with supervisory approval, and shall be attempted with additional members to provide cover, assist in the custody, and without the use of overhead lights and/or vehicle siren.
4. The PIT maneuver shall not be used to stop a pursuit with a motorcycle or an All Terrain Vehicle.
5. Before the PIT maneuver is used, factors that affect the safety of using the technique

should be considered. These factors include, but are not limited to the following:

a. Condition of the road:

1. Wet or Dry
2. Width or Divider or Other Obstruction
3. Roadside Obstructions (trees, ditches, buildings, etc.)

b. Visibility:

1. Distance Ahead
2. Daylight or Darkness

c. Traffic Volume:

1. Time of Day (school hours, commuter traffic, etc.)
2. Actual volume based upon observation

d. Pedestrian Traffic:

1. Anticipated volume due to location (school or college nearby, industrial area)
2. Actual volume based upon observation.

e. Type of Fleeing Vehicle:

1. Pickup truck (high center of gravity, narrow wheel base)
2. Small car (narrow wheel base, small tires)
3. Van (high center of gravity, narrow wheel base)

f. Occupants:

1. Number of people in the vehicle.
2. Whether children are visible in the vehicle.
3. Whether the occupants are wearing seat-belts.
4. Whether the windows are open or closed.

g. Violator Driving Behavior Factors:

1. Whether the violator is showing total disregard for public safety.
 2. Whether the violator is slowing but not stopping for stop signs or other traffic control devices.
 3. Whether the violator is darting at other vehicles.
 4. Whether the violator is driving on the wrong side of the road.
 5. Whether the violator is running other motorists off the road.
6. The PIT maneuver is considered a use of force and the officer's individual actions must be objectively reasonable. The officer will consider all the factors listed below:
- a. How serious is the offense that the officer suspects at the time they use the tactic?
 - b. Is there a physical threat to the officer or any other person and how significant is that threat?
 - c. Is the suspect actively resisting or attempting to evade arrest by flight?
7. Vehicular damage may occur to vehicles involved in the maneuver. PIT is a trained pursuit termination procedure. Damage to vehicle is not an accident, thus accident review process will not be instituted. The damage will be documented on a Supervisor Report of Vehicle Damage form.

15.3.6 USE OF INTERVENTION TACTICS FOR NON FORCIBLE FELONIES

- A. The use of Boxing In, Low Speed Deliberate Contact, and the Tire Deflation Device intervention tactics for non-forcible felonies are permitted, if objectively reasonable.
- B. The use or attempted use of intervention tactics will not be justification to continue the attempts to apprehend the fleeing vehicle.
- C. If the suspect vehicle is being monitored (officers are complying with traffic laws) and the suspect vehicle leaves the city, the pursuit supervisor will be notified. The decision to continuing to monitor the suspect vehicle beyond the city limits will be made by the pursuit supervisor.

15.3.7 PURSUIT SUPERVISOR RESPONSIBILITY

Upon notification by the Communications Center that a vehicular pursuit has been initiated by members under his/her control and supervision, the supervisor will:

- A. Monitor the pursuit on the assigned channel. Request additional resources, if available (i.e., Helicopter, K 9, etc.). The supervisor responsible for monitoring the progress and control of the pursuit will formally announce his/her authority.
- B. Insure that the provisions of this order are complied with and that appropriate action is taken when violations of the law are indicated.
- C. The pursuit supervisor must continually weigh the benefit of apprehension against the risk the pursuit poses to the community. This risk assessment can only be based on facts known at the time the pursuit is initiated. All members involved, and the pursuit supervisor, must be actively engaged in pursuit intervention strategies and risk assessment on the air. If it becomes clear that pursuit intervention strategies or risk assessments are not being performed or attempted, the pursuit will be terminated.
- D. If a vehicle belonging to a citizen is damaged, a supervisor will respond to the scene to assist with the following:
 - 1. Offer the citizen alternate transportation, if available and necessary.
 - 2. Offer to tow the damaged vehicle at the department's expense to a repair facility or if the citizen insists, a facility of their choice for the repair/replacement at the earliest opportunity.
 - 3. Inform the Town of Jupiter Human Resources Risk Manager of the damage and location where the vehicle will be towed.
 - 4. Inform the citizen on how to contact Risk Management the next business day for additional information and reporting.
- E. Complete a Supervisor's Report of Vehicle Pursuit, outlining a full accounting of the pursuit, regardless of whether the suspect is apprehended or not.
 - 1. Complete a Communications Request for a copy of the radio transmissions for pursuit critique. This request shall be forwarded through the records section.
 - 2. If the patrol vehicle is equipped with a video recorder, secure the video for evidentiary purposes, if applicable, and direct the Evidence Technician to make a copy of the video for pursuit critique.
 - 3. This report will be reviewed to ensure adherence to policy and/or locate training needs.

A. The officer will terminate a pursuit when the following occurs:

1. Directed to do so by a supervisor;
2. There is a clear and unreasonable danger to the police or the public or a clear and unreasonable danger exists when the pursuit requires that the vehicle be driven at excessive speeds or in any other manner which exceeds the performance capabilities of the pursuing vehicles or police officers involved in the pursuit;
3. The officer or supervisor believes that the danger to pursuing officers or the public outweighs the necessity for the immediate apprehension of the violator;
4. The violator's identity is established to the point where later apprehension may be accomplished and where there is no immediate threat to the safety of the public or police officers;
5. The pursued vehicle's location is no longer known or the distance between the pursuing vehicles and the violator's vehicle becomes so great that further pursuit is futile;
6. There is a person injured during the pursuit and there are no police or medical personnel able to render assistance;
7. Advised of any unanticipated condition, event or circumstance which substantially increases the risk to public safety inherent in the pursuit;
8. Other extenuating circumstances exist.
9. If an officer chooses to discontinue a pursuit for articulable reasons, disciplinary measures will not result.

B. If the officer(s) receives a communication from a supervisor to terminate the pursuit, he/she will do so immediately by ceasing to follow the fleeing vehicle and turn off all emergency equipment. The officer then shall report to the dispatcher the suspect vehicle's last known location and direction of travel. Each unit involved in the pursuit shall acknowledge their termination via radio. Officers shall conform to all traffic laws once no longer engaged in the vehicle pursuit.

C. The officer initiating the pursuit will, prior to the end of his or her shift, submit a report and video documenting the circumstances of the pursuit. Other officers involved in the pursuit will be required to complete a supplemental report detailing their involvement.

D. A member choosing to re-engage a vehicle, after the pursuit of that vehicle has been terminated, must be able to articulate the circumstances leading to his/her decision to re-engage. The re-engaging member must articulate the risk factors posed by the pursuit, or

the risk factors posed by escape, which have changed to the agency's benefit. These risk factors may include, but are not limited to the following:

1. The suspect's driving behavior has changed.
2. A new ability to deploy intervention tactics.
3. Improved traffic or environmental conditions.
4. Updated information that the suspect(s) have committed a more serious crime than originally believed.
5. Pursuit re-engagement must be authorized by the Pursuit Supervisor.

15.3.9 INTER-JURISDICTIONAL AND INTRA-JURISDICTIONAL PURSUITS

A. Pursuits from Jupiter into another jurisdiction:

1. An officer in fresh and continuous pursuit, initiated by this agency, may pursue outside of his/her jurisdiction in accordance with F.S.S. 901.25.
2. The Pursuit Supervisor is responsible for determining whether a pursuit should enter into another jurisdiction. A request for assistance from another jurisdiction will be at the discretion of the Pursuit Supervisor, and will specify the type of assistance needed. If available, communications will patch radio talk groups with the agency having jurisdiction.
3. The Jupiter Police Department will maintain the lead in the pursuit. If the officers are unfamiliar with the area or lose radio communication such that they cannot maintain proper control of the pursuit, the Pursuit Supervisor may relinquish control of the pursuit to the other jurisdiction.

B. Pursuits from other jurisdictions into Jupiter:

1. The Pursuit Supervisor may authorize assistance to other agencies conducting vehicle pursuits which enter Jupiter's jurisdiction; however, the pursuit of vehicles fleeing from other agencies will not be authorized unless it meets the criteria established in this order.
2. The Pursuit Supervisor will take appropriate actions if requested by the pursuing jurisdiction such as providing a K-9 unit, traffic clearing, positioning of officers for a felony stop or perimeter assistance, or the use of intervention tactics.
3. Officers will stop their involvement if the pursuit leaves the Town limits, and after they are relieved by an officer from the initiating agency, or from the jurisdiction that

the pursuit enters.

4. Should the pursuit end in Jupiter's jurisdiction assistance will be rendered to the pursuing agency and its members if requested.

15.3.10 TRAINING

Newly hired officers will receive initial training on vehicle pursuits during their field training program. Refresher training will be conducted at minimum biennially or at the direction of the Chief of Police, or designee.

15.3.11 ANALYSIS OF VEHICLE PURSUIT REPORTS/POLICIES AND REPORTING PROCEDURES

- A. A documented annual analysis of all Supervisor's Report of Vehicle Pursuit will be conducted by the Office of Professional Standards. This analysis will look for patterns or trends that could indicate training needs, equipment upgrades, and/or policy modifications.
- B. A documented annual review of this policy, as well as the Supervisor's Report of Vehicle Pursuit form and routing procedures will be conducted by the Office of Professional Standards. This review may be done in conjunction with the annual analysis required in 15.3.13 (A).

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.30 - Specialized Assignments

Subject: Specialized Assignments	Issued: 12/03
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 8/16
Signature: <i>Signature on File</i>	Revision #: 5

PURPOSE

The purpose of this General Order is to create a standardized selection process for assignment to specialized positions within the police department.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department provides a fair and impartial system for the specialized assignment of sworn personnel.

15.30.1 SPECIALIZED ASSIGNMENT

- A. Specialized Assignments are those positions requiring specialized skills, knowledge, abilities, training or expertise.
- B. The current specialized assignments in the department are:
 - 1. Master Police Officer
 - 2. Police Officer First Class
 - 3. Detective
 - 4. Street Crimes Unit Agent
 - 5. Traffic/Motor Officer
 - 6. Canine (K-9) Officer
 - 7. Beach Patrol Officer
 - 8. Marine Unit Officer
 - 9. Juvenile Intervention Officer
 - 10. Neighborhood Enhancement Team
 - 11. Strategic Response Team

12. Community and Youth Outreach Unit
13. Hostage Negotiation Team
14. SWAT Team
15. Underwater Recovery Team Officer
16. Accreditation Manager
17. Hiring/Recruitment Officer

15.30.2 VACANCIES AND ANNOUNCEMENTS

- A. Anticipated openings for specialized assignments, which the Department chooses to fill, will be announced agency wide.
- B. The Chief of Police will prepare a vacancy announcement for the vacant position and distribute the announcement to all members via e-mail as well as post the announcement on the department bulletin board. The announcement will include:
 1. The nature/title of the assignment.
 2. A brief description of the job duties of the assignment and any special work conditions such as flexible shifts and days off, call-out requirements, etc.
 3. Any minimum qualifications for the assignment.
 4. Minimum commitment to remain in the assignment, if any and maximum time allowed remaining in the assignment, if any.
 5. Deadline to submit a request to be considered for the assignment.
 6. Procedure for application.
- C. The announcement will be posted for a minimum of ten business days (Monday - Friday to be considered business days; holidays not included), and the deadline to apply set accordingly.

15.30.3 APPLICATION PROCESS

- A. When a specialized assignment is announced, any employee wishing to be considered for assignment to that position must apply in accordance with the instructions in the announcement.
- B. Requesting consideration for a specialized assignment will constitute agreement by the requesting employee with the job responsibilities and working conditions of the assignment, as well as agreement to complete any required training at the earliest opportunity. Subsequent failure to abide by the working conditions of a specialized assignment or complete training when so directed will be cause for removal from the assignment. This includes working conditions that may change or training requirements

that may be identified after the vacancy announcement has been posted.

- C. The application process will consist of the submission of a memorandum of interest to the Bureau Commander indicated on the announcement.
- D. The memorandum of interest must be submitted by the deadline indicated on the announcement. The memorandum is considered to be submitted when actually received by the employee's first line supervisor.
- E. If the announcement requires such, the employee will attach relevant documentation to the memorandum (training certificates, certifications, etc).

15.30.4 SELECTION PROCESS

- A. The Chief of Police has final authority for the selection of personnel to fill non-patrol assignments. Such selection will be based on factors which may include, but are not limited to, the applicant's:
 - 1. Skills, knowledge and abilities;
 - 2. Job performance;
 - 3. Past experience;
 - 4. Thorough understanding of organizational mission and department's values;
 - 5. Formal education; and
 - 6. Prerequisite and specialized training.
- B. After the deadline for application has passed, all submitted memorandums of interest will be reviewed by a selection panel consisting of at least three people, which may include any or all of the following:
 - 1. Chief of Police
 - 2. Bureau Commander in which the vacancy exists.
 - 3. Supervisors of the Division and Unit in which the vacancy exists.
 - 4. Employee currently in the position.
 - 5. Any other personnel deemed necessary or desirable by the Chief of Police.
- C. The selection panel will identify those applicants who meet the basic qualifications for the position based on material submitted by the applicants, if any, and other relevant

information, including department records. If no applicants meet the qualifications, the panel will notify the Chief of Police and all applicants. The position may then be re-announced or modified and re-announced.

- D. If there are qualified applicants, the selection panel will rank the qualified candidates in order, considering the factors described in Section 15.30.4 - A. The names of the top three candidates will be provided to the Chief of Police.
- E. When the Chief of Police receives the names of the top three applicants, he/she may select from any of the three.
- F. If the Chief of Police desires to maintain an eligibility list for a specialized position, the vacancy announcement will include that information. In that case, after any selection process, the selection panel will submit a list to the Chief of Police with the names of all qualified candidates in the order they were ranked by the selection panel.
 - 1. The Chief may then make the current and subsequent selections (within six months of the date the list was established) from among the top three candidates remaining on the list.
 - 2. At any time that there are less than three names remaining on the list, the Chief of Police may cancel the list and require a new selection process for any subsequent openings or may select from the remaining applicants.
- G. After the Chief of Police makes the selection, the Bureau Commander and Supervisors of the Division and Unit in which the vacancy exists will be notified, and a Personnel Order will be prepared by the Chief of Police and distributed documenting the selection. The effective date of the assignment will be established by the Chief of Police after consultation with the affected Bureau Commander, and this date will be included in the Personnel Order. The Personnel Order will be forwarded to the Human Resources Department for inclusion in the selected member's personnel file.
- H. Each applicant not selected for the position will receive a memorandum from the Bureau Commander responsible for the position advising them that they were not selected.
 - 1. If the applicant was not qualified for the position, the reasons will be included in the memorandum. Otherwise, this memorandum need not specify why the applicant was not selected.
 - 2. The purpose of this memorandum is to thank the employee for participating in the selection process, and to encourage them to reapply for future openings. In the event an eligibility list is established, the employee will be advised of his/her position on the list.
- I. The Office of the Chief of Police will maintain all specialized assignment selection process paperwork.

15.30.5 ANNUAL REVIEW OF SPECIALIZED ASSIGNMENTS

- A. During the annual budget preparation period, all specialized assignments will be reviewed. Each Bureau Commander, or designee, with specialized assignments under their command will prepare a brief written review which will include:
 - 1. A list of the specialized assignments under his command and current staffing levels.
 - 2. A statement of the purpose of each specialized assignment.
 - 3. An evaluation of the initial problem or condition that required the creation of the specialized assignment and the current status of that problem or condition.
 - 4. A recommendation as to the need to continue the specialized assignment and staffing needs for the specialized assignment.
- B. This information is intended to provide assistance in developing the personnel budget and staffing requests for the upcoming fiscal year, as well as to help avoid over-specialization and insure the continued effective operation of agency specialization.
- C. The annual reviews of the specialized assignments will be submitted to the Office of the Chief of Police.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.31 - Segways

Subject: Segways

Issued: 12/07

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 02/08

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish guidelines for the use and operation of the Segway.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

The Segway will respond to any situation where the legitimate purposes of law enforcement can be enhanced through its use.

DEFINITIONS

Segway Human Transport (Segway HT) – is a two wheeled, counter balanced, electric powered vehicle designed to carry one person at any one time.

15.31.1 AUTHORIZATION, CONDITIONS AND LIMITATIONS OF USE

- A. The Chief of Police or the Patrol Bureau Commander may authorize qualified personnel to use the Segway. The primary uses of the Segway include, but are not limited to:
1. Providing police service to specific areas of the community (Abacoa Town Center, Riverwalk, schools, etc.)
 2. Providing support services to the Patrol Bureau.
 3. Providing an initial detection and a support element for crowd control activities (concerts, special events, etc.)

4. Minimizing criminal activity in the area assigned by maintaining high visibility and ready availability.
 5. Maintaining and enhancing community relations through visibility and proactive police/citizen contacts, and a concern for the problems of the assigned areas.
- B. The Segway will not be used for personal business, recreation, or for any purpose that does not serve the legitimate needs of law enforcement or the Town of Jupiter.
 - C. The Segway is designed to go anywhere a wheelchair is permitted. For safety concerns, the Segway should be used primarily on sidewalks and public access areas. Street use should be limited to situations when it is absolutely necessary.

15.31.2 QUALIFICATIONS AND TRAINING

The operator of the Segway will be a sworn member of the Jupiter Police Department who has received approved training in its operation, safety, nomenclature, and care.

15.31.3 EQUIPMENT

The Segway is equipped with a front and rear light. The Segway will also be equipped with a first aid kit.

15.31.4 CARE AND MAINTENANCE

- A. Preventative maintenance of the Segway will include checking the charging indicators, tire pressure and lights, as well as wiping down the Segway if it becomes dirty.
- B. The Segway will be inspected and the inspection form will be completed at the beginning and end of each use.
- C. Any department member who becomes aware of any mechanical problem or damage will immediately report it to the Shift Supervisor and Fleet Manager. The completed inspection forms will be forwarded to the Fleet Manager.
- D. The Fleet Manager will ensure all maintenance is completed on schedule and the Segway is kept in operable condition.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.32 - Municipal Code Violations

Subject: Municipal Code Violations		Issued: 12/10
By Order Of: Frank J. Kitzerow, Chief of Police		Revised: N/A
Signature: <i>Signature on File</i>		Revision #: 1

PURPOSE

The purpose of this General Order is to establish uniform procedures for proper handling of complaints involving violation of the Town of Jupiter Municipal Code.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

The Jupiter Police Department will investigate and enforce any observed or reported violations of the Town of Jupiter Municipal Code of ordinances, in accordance with the laws of the State of Florida.

The Code Enforcement division will be responsible for conducting investigations on violations of the Town of Jupiter Municipal Code with the assistance of patrol personnel as needed.

DEFINITIONS

Municipal Code Citation – A citation specifically designed for the purpose of enforcing certain Town of Jupiter Ordinances.

JWorks – A computerized service program utilized to notify various town departments of requests for service.

15.32.1 ROAD PATROL DUTIES AND RESPONSIBILITIES

- A. Upon being notified of or encountering a possible violation of the Town of Jupiter Municipal Code of Ordinances, officers will

1. Determine if the violation poses an immediate safety risk
 2. Make contact with the person(s) responsible for the violation if possible.
 3. Determine if the violation can be immediately corrected.
- B. The following enforcement methods are available to officers encountering violations of municipal code.
1. Verbal Warning
 2. Written Warning
 3. Municipal Code Citation
 4. Referral to the Code Enforcement Division

15.32.2 MUNICIPAL CODE CITATION

- A. The purpose of the municipal code citation is to allow observed violations to be enforced in the field by Patrol and Code Enforcement Officers. The Municipal Code Citation applies only to enforcement of ordinances listed on the back of the citation.
- B. After issuing a Code citation the Officer will submit two copies of the citation, including the original copy to the Code Enforcement Division for further processing and investigation.

15.32.3 REFERRAL TO CODE ENFORCEMENT DIVISION

- A. In the event a violation of Town Ordinance can not be resolved immediately or the Municipal Code Citation is not applicable, the Officer will refer the case to the Code Enforcement Division by submitting a JWorks request. (<http://abbott/jworks>)
- B. The following information must be included in the JWorks request
1. The location of the violation
 2. The complainant's information (if available)
 3. A brief description of the violation
- C. Upon receipt of a JWorks request, the Code Enforcement Administrative Assistant will assign the service call to a Code Enforcement Officer based upon the location of the violation.

15.32.4 CODE ENFORCEMENT DIVISION

- A. The Code Enforcement Division will be responsible for conducting thorough investigations on all reported violations of Town of Jupiter Municipal Code unless otherwise directed by the Chief of Police.

- B. The procedures and activities of the Code Enforcement division and their personnel will be governed by and in accordance with:
1. Chapter 8 of the Town of Jupiter Municipal Code (Code Enforcement and Citation System)
 2. Florida State Statute Chapter 162 (County or Municipal Code Enforcement)
 3. Jupiter Police Department Code Enforcement Division Standard Operating Procedures

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.34 - AUTISM AWARENESS AND SPECIAL NEEDS REGISTRY

Subject: Autism Awareness and Special Needs Registry	Issued: 06/17
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 0
Signature: <i>Signature on File</i>	Revision #: 0

PURPOSE

The purpose of this General Order is to establish guidelines for interacting with individuals with developmental disorders such as Autism, Autism Spectrum Disorder (ASD) or other special need.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Jupiter Police Department members will provide a consistently high level of police service to all members of the community including those who, because of disabilities, require special consideration to access needed services. It will also be the policy of this agency to afford people with disabilities access to programs and services such as the Special Needs Registry.

DISCUSSION

Procedures described herein are intended to guide Jupiter Police Department employees when assisting with individuals with Autism, Autism Spectrum Disorder (ASD), or other special need.

DEFINITIONS

Autism - A pervasive, neurologically based developmental disability of extended duration which causes severe learning, communication, and behavior disorders with age of onset during infancy or childhood. Individuals with autism exhibit impairment in reciprocal social interaction, impairment in verbal and nonverbal communication and imaginative ability, and a markedly restricted repertoire of activities and interests.

Special Needs - Any of various difficulties such as physical, emotional, behavioral, or learning disability or impairment that causes an individual to require additional or specialized services or

accommodations.

Special Needs Registry - The purpose of the Special Needs Registry is to compile and maintain a list of individuals who have “special needs” due to mental or neurological disabilities and who may reside or frequently visit the Town of Jupiter. Residents are invited to proactively provide information about a loved one with special needs of any age, who may require special assistance in an emergency or interaction with Jupiter Police Officers. The registration is completely voluntary.

15.34.1 CALLS FOR SERVICE AND INTERVIEWS

- A. When contact is made with an individual who notifies a Jupiter Police Officer to have a "special need" as defined in this General Order, it should be determined if the individual with the special need is registered in the Special Needs Registry. This can be done by identifying the number on the Special Needs Registry wristband, card, or through verbal notification. If it is determined the individual is registered, all of the information in the database will be forwarded to the officer to facilitate appropriate communication and interaction.
- B. When interviewing victims, suspects, or defendants with autism or an autism spectrum disorder, the officer or detective shall upon request from the individual diagnosed with autism or autism spectrum disorder or his/her parent or guardian, make a good faith effort to ensure that a psychiatrist, psychologist, mental health counselor, special education instructor, clinical social worker, or related professional is present at all interviews of the individual as defined in F.S.S. 943.0439.
- C. The interviewing officer or detective shall document in the narrative of the incident report all attempts to obtain a qualified professional for the interview.
- D. If after a good faith effort has been made and all known sources have been exhausted to locate a qualified professional, the officer will document the unsuccessful attempts in the narrative of the incident report.

15.34.2 TRAINING

- A. Training for affected members shall be conducted during new hire orientation.
- B. Periodic refresher training will be conducted as necessary.

15.34.3 SPECIAL NEEDS REGISTRY

- A. The Special Needs Registry is an initiative of the Jupiter Police Department. Its purpose is to compile and maintain a list of individuals who have “special needs” due to mental or neurological disabilities and who may reside or frequently visit the Town of Jupiter. Residents are invited to proactively provide information about a loved one with special needs of any age, who may require special assistance in an emergency or interaction with

Jupiter Police Officers. The registration is completely voluntary.

- B. Parents and caregivers may voluntarily enroll a person with a medical condition or disability, such as Autism Spectrum Disorder, Alzheimer's or Dementia, Bipolar Disorder, and Down Syndrome. Adults with special needs may also enroll themselves. Once registered, the individual will receive a wristband and an identification number.
- C. The individual's identification number and related information are stored within the Communications Center. If an officer is responding to a call with an individual carrying the wristband, the officer will be aware and retrieve information regarding the individual from the Communications Center.
- D. Information provided from the Communications Center will allow for the officer to successfully communicate and interact with an individual enrolled in the program.
- E. If the individual goes missing and is reported by the parent/guardian, information about his/her physical appearance, the most likely places where he/she would go to, as well as triggers, stimulants, and de-escalation techniques will be sent to every police officer in the area to look for the missing person. If the individual has not been reported and is incapable of effectively communicating his/her name or address to an officer, a computer check of the neighborhood, coupled with the physical appearance, and may allow us to identify the individual more quickly. This will then allow us to use the contact information to connect with the parents/guardians.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.4 - Special Purpose Vehicles and Vessels

Subject: Special Purpose Vehicles and Vessels	Issued: 01/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 04/18
Signature: <i>Signature on File</i>	Revision #: 7

PURPOSE

The purpose of this General Order is to provide guidance for enforcement personnel in their use and operation of agency vehicles that have designated specific law enforcement applications.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will make available Specialized Vehicles to accommodate those duties and personnel assigned to complete specialized tasks.

15.4.1 IDENTIFICATION

The following vehicles will be designated as "Special Purpose" vehicles:

- A. K-9 Vehicles
- B. Police Motorcycles
- C. Golf Cart
- D. Police Boat, Personal Watercraft and Rigid Hull Inflatable Boat
- E. All Terrain Vehicles (ATV)
- F. Police Bicycles
- G. Emergency Response Vehicle (ERV)
- H. SWAT Team Vehicle

- I. Segways
- J. Hostage Negotiation Team Vehicle
- K. Forensic Services Vehicle
- L. Mobile Command Vehicle
- M. Street Crimes Unit Video Surveillance Vehicle
- N. Rescue Vehicle

15.4.2 INSTRUCTIONS, CONDITIONS AND LIMITATIONS ON USAGE

"Special Purpose" vehicles will be utilized for non routine patrol duties and other specific law enforcement requirements. The special purpose vehicle will fulfill specialized transportation needs that cannot be met through use of standard patrol type vehicles.

15.4.3 AUTHORIZATION FOR USE IN VARIOUS SITUATIONS

Only the Chief of Police or his designee, Division Commander or his designee, District Commander or Shift Supervisor may authorize the use of a "Special Purpose" vehicle. Authorizing personnel will only assign employees who are thoroughly trained in the use of a "Special Purpose" vehicle and possess any special license or other certifications necessary for operation. Necessary training may be accomplished by personnel already experienced with a "Special Purpose" vehicle.

15.4.4 CARE AND MAINTENANCE

- A. Employees who are assigned "Special Purpose" vehicles will be responsible to clean, fuel, and provide for regular inspections and routine maintenance of any "Special Purpose" vehicles under their control. Supervisors will ensure that employees under their supervision who are assigned "Special Purpose" vehicles, designated for use in unusual occurrences will fall under the provisions listed in this order.
- B. Operators of "Special Purpose" vehicles are required to clean, fuel, and arrange for service, if necessary, on said vehicles prior to returning them to storage. The operator will also be required to complete the appropriate activity log/report (if applicable) for the "Special Purpose" vehicle utilized. This does not apply to personnel who in addition to their duty assignment are assigned a "Special Purpose" vehicle.

15.4.5 EQUIPMENT

Members utilizing "Special Purpose" vehicles will ensure that a vehicle inventory is completed prior to its use. A minimal list of equipment to be carried on board or attached to each

designated "Special Purpose" vehicle will consist of the following:

A. K-9 Vehicles

1. All vehicles utilized for K 9 duties will be clearly marked and be supplied with the same emergency equipment as that of a regular patrol vehicle.
2. Heat monitor (installed in vehicle) and portable water receptacle.
3. Interior canine cage (installed in vehicle).
4. Collars, leads and required equipment as designated by the K 9 Handler.

B. Motorcycles

1. All motorcycles will be properly marked with Jupiter Police Department decals, equipped with emergency equipment (emergency lights and siren) and a mounted radio.
2. All motorcycle officers will be required to pass a Police Motorcycle Operators training course and maintain proficiency in operation of a motorcycle.
3. All motorcycle officers will be required to obtain a Florida motorcycle endorsement on their operator's license.
4. The officers who are assigned duties as Motorcycle Officers will be accountable for required maintenance and inspection reports regarding Police Motorcycles.

C. Golf Cart

1. The Golf Cart will be utilized for community events within the Town of Jupiter.
2. The Golf Cart is marked with appropriate Jupiter Police Department decals.
3. The Fleet Manager or a designee will be accountable for the required maintenance and inspection of the Golf Cart.

D. Police Boat/Personal Watercraft/Rigid Hull Inflatable Boat

1. The boats will be marked with appropriate Jupiter Police decals.
2. Sirens and emergency lights.
3. Coast Guard mandated equipment, fire extinguisher, flotation cushions, and sound producing device (whistle, horn)

4. Transporting trailer.
5. Officers assigned to the Marine Unit will be accountable for the required maintenance and inspection reports regarding the Police Boat/ Personal Watercraft/ Rigid Hull Inflatable Boat and trailers.

E. All Terrain Vehicles (ATV)

1. The ATVs will be marked with the appropriate Jupiter Police Department decals.
2. Transportation trailer.
3. Beach Rescue Kit
4. Officers assigned to ATV patrol will be responsible for the care and maintenance of the ATVs.

F. Bicycles

1. Headlight/Taillight
2. Saddle Bag
3. Rechargeable Battery
4. Water bottle
5. Officers assigned to bicycle patrol will be responsible for the care and maintenance of their assigned bicycle.

G. Emergency Response Vehicle (ERV)

1. The ERV will be marked with the appropriate Jupiter Police Department decals, emergency lights, and siren.
2. First Aid Kit
3. Fire Extinguisher
4. Spotlight with remote control
5. The Fleet Manager or a designee will be accountable for the required maintenance of the ERV.

H. SWAT Team Vehicle

1. The SWAT Team vehicle is an unmarked van designed to transport the SWAT Team to the area of operations for a specified mission.
2. Trauma Kit
3. Fire extinguisher
4. Mounted radio
5. Flash Bang Pole
6. Battering Ram
7. Hallagan Tool
8. Bolt Cutter
9. Quick Step Ladder
10. The SWAT Team leader or a designee will be responsible for the required maintenance of the SWAT Team vehicle.

I. Segway

1. Headlight/Taillight
2. First Aid Kit
3. Officers using the Segways are responsible for the daily maintenance of the Segways. The Fleet Manager is responsible for the scheduled maintenance and repairs of the Segway.

J. Hostage Negotiation Team (HNT) Vehicle

1. The HNT vehicle is a marked vehicle designed to transport the HNT to the area of operations for a specified mission.
2. First Aid Kit
3. Fire extinguisher
4. Mounted radio
5. Portable Dry Erase Boards
6. 1000 feet of Throw Phone Line

7. Recording Devices
8. Chairs
9. Cellular Phone
10. Pens and papers
11. The HNT leader or a designee will be responsible for the required maintenance of the HNT vehicle.

K. Forensic Services Vehicle

1. The Jupiter Police Department will maintain a vehicle for the Forensic Services Section to utilize in order to more efficiently respond to calls for service.
2. 35mm camera with flash unit, lenses and film
3. Digital Camera
4. Shoeprint and tire track casting material
5. Metal detector
6. Barrier tape
7. Fingerprint kits for latent and elimination prints
8. Presumptive blood and collection kits
9. Measuring devices (tape measure, walking stick, etc.)
10. Flood light
11. Sketch pad
12. Physical evidence packaging and collection material
13. Miscellaneous tools
14. Each Crime Scene Technician will be responsible for the condition and maintenance of their assigned vehicle.

L. Mobile Command Vehicle

1. The Mobile Command Vehicle is a vehicle equipped with a siren, emergency lights and appropriate police decals that has been designated for use as a Mobile Command Vehicle (MCV).
2. Fire Extinguisher
3. Traffic Cones
4. Police Radio Scanner
5. The Fleet Manager or his/her designee will ensure all maintenance is completed on schedule and the vehicle is in operable condition.

M. Street Crimes Unit Video Surveillance Vehicle

1. The Video Surveillance Vehicle is an unmarked, uncover vehicle not used for routine patrol functions or designated for emergency response.
2. Surveillance Equipment
3. Fire Extinguisher
4. The Fleet Manager or a designee will be accountable for the required maintenance of the Video Surveillance vehicle.

N. Rescue Vehicle

1. The Rescue Vehicle is marked as a "Rescue Vehicle" and may be utilized in the event of a civil disturbance, natural disaster, or active shooter incident.
2. First Aid Kit
3. Fire extinguisher
4. The Fleet Manager or a designee will ensure all maintenance is completed on schedule and the vehicle is in operable condition.

15.4.6 POSITIONS AUTHORIZED TO OPERATE "SPECIAL PURPOSE" VEHICLES

Due to the nature of "Special Purpose" vehicles, the following classifications of employees are designated or assigned to operate said vehicles:

- A. K-9 Vehicle - These vehicles are assigned and will be operated by the K 9 handlers.
- B. Police Motorcycles - These vehicles will only be operated by members certified through an

approved police motorcycle operators training course.

- C. Golf Cart - This vehicle may be operated by any licensed member.
- D. Police Boat/Personal Watercraft/Rigid Hull Inflatable Boat - Members operating these vehicles will be certified through a Department approved boating course.
- E. All Terrain Vehicles - Members must have completed an approved ATV riders course.
- F. Police Bicycles - Members must have completed an approved Police Bicycle riders course.
- G. Emergency Response Vehicle - This vehicle will be operated by members trained in its use, operation, and unique dynamics concerning the vehicle size.
- H. SWAT Team Vehicle - This vehicle may be operated by SWAT Team members for SWAT Team training and operations; any licensed member for general utility use.
- I. Segway - This vehicle will only be operated by members trained in its use and operation.
- J. Hostage Negotiation Team Vehicle - This vehicle may be operated by: HNT members for HNT training and operations; any licensed member for general utility use.
- K. Forensic Services Vehicle - Forensic Services Section vehicles will be operated by members of the Section or as directed by the Forensic Services Section Supervisor.
- L. Mobile Command Vehicle - This vehicle will be operated by members trained in its use, operation, and unique dynamics concerning the vehicle size.
- M. Street Crimes Unit Video Surveillance - This vehicle may be operated by any member assigned to the Street Crimes Unit trained in its use and operation.
- N. Rescue Vehicle - This vehicle may be operated only by those members who have been trained in the operation of the vehicle.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.5 - Death Investigations**

Subject: Death Investigations	Issued: 07/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 9/18
Signature: <i>Signature on File</i>	Revision #: 4

PURPOSE

The purpose of this General Order is to establish procedural guidelines for Jupiter Police Department members who are handling death investigations.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will investigate all deaths thoroughly and professionally.

DISCUSSION

A death investigation is one of the most important examinations which a Police Officer will conduct. This type of investigation must be conducted completely and professionally. Any oversight by a responding Police Officer could result in a failure to detect a homicide and its perpetrator. These investigations also protect victim property until the estate is probated.

15.5.1 BIOLOGICAL HAZARDS

Officer safety will be emphasized during any death investigation. Disposable gloves will be worn when processing a death scene or whenever the victim is handled. If needed, personal protective equipment will be used in accordance to General Order 7.1, Infectious Disease Prevention and Exposure Control Plan. All body fluids are to be considered as hazardous substances and will be treated as such. Police Officers will be careful not to expose open cuts to any of the deceased's body fluids.

15.5.2 ARRIVAL ON SCENE

- A. Upon arrival, Officers responding to death scenes will exercise extreme caution. The assumption must be made that a perpetrator is still at or near the scene, until proven otherwise. The Officers first act will be to check the scene for officer safety concerns before beginning the investigation.
- B. If practical and emergency medical units are present, have them check the victim to verify that he/she is deceased. If emergency medical units are not present, the responding Officer will check the victim.
- C. Upon arrival at any death scene, the Officer(s) will note the following:
 - 1. Name of Supervisor and other Police Officer present.
 - 2. Names of emergency medical, rescue and other personnel present.
 - 3. Location and position of the victim.

15.5.3 CRIME SCENE PROTECTION

- A. Police Officers must maintain control of the scene and protect it to preserve the integrity of the evidence. This will be accomplished in part by:
 - 1. Recording on a Crime Scene Log the names of persons entering the premises and their activities.
 - 2. Allowing only those persons on the scene who are needed, i.e., Detectives, Crime Scene Technicians, M.E. Office Personnel.
 - 3. Identifying those who were present at time of incident, i.e., family members, friends, medical personnel.
 - 4. Minimize disturbance of the scene while verifying that the victim is deceased.
 - 5. Remove all nonessential persons from the crime area. If necessary, to restrict entrance to the scene, tape off an area that is larger than the visible scene. Secure the entire house if the victim is located in a room.
 - 6. Post an Officer to secure the scene.
 - 7. Do not touch any weapons except in cases where officer safety is an issue. IF there is no alternative and a weapon MUST be moved, do not unload or disassemble it. Handle it so as not to destroy any latent prints or other evidence.
- B. If a Victim Advocate or Department Chaplain is needed, an Officer will instruct

Communications to call them at the appropriate time.

C. If not present, the Supervisor will be advised of the situation.

15.5.4 PRELIMINARY INVESTIGATION

A. The preliminary examination will include the following steps, at a minimum:

1. Note lighting and temperature conditions of room.
2. Note exact location of the deceased's body.
3. Record the condition of the room, (orderly, messy, etc.).
4. Describe the victim's clothing.
5. If the investigation thus far indicates no foul play, examine the deceased thoroughly and methodically, front to back, side to side. Look for signs of injury, i.e., visible body/head trauma, presence of blood, (not necessarily an indication of foul play), and any other signs of foul play.
6. Check for rigor mortis. (May not be present).
7. Look for postmortem lividity. If the settling of blood is found in an unnatural position, this may indicate the body has been moved. Determine why.
8. Photograph the scene completely, if necessary.
9. Photograph the deceased, if necessary. It is not necessary to photograph all death scenes and all deceased.
10. If the preliminary investigation reveals that death appears to have been by natural causes, the attending physician will sign the death certificate, and no autopsy will be performed, it may not be necessary to photograph the body and scene.
11. If your preliminary investigation produces any suspicious or unusual circumstances, then photographs would be appropriate. Discretion should be used to minimize the trauma that may be felt by any family members that may be present.
12. Sketch the scene, if needed, and keep accurate notes.
13. Obtain any available medical history and other information from family members, friends, witnesses, or personnel.

B. If family members are present, keep them informed about what will be done. Ask about the existence of a will and where it may be found.

- C. If an investigator will not be responding, the Police Officer will process the scene. The Supervisor may assist, if available.

15.5.5 PROPERTY

- A. Look for any jewelry on the victim and describe the type and location and whether it has been removed from the victim. If removed, note who removed it and its current location. A Property Receipt will be used.
- B. Inventory and seize all of the decedent's prescribed medications. Pills/capsules, and liquid levels will be compared to the date of issue. Any extensive over usage needs to be investigated as death may be attributable to an overdose.
- C. Document and seize any easily negotiated valuables, i.e. currency and jewelry.
- D. Secure all valuables that have been seized in Evidence/Property lockers. Property will NOT be kept in a Department vehicle overnight.
- E. Any keys to the residence will be packaged separately from other evidence or valuables and listed on a separate Property Receipt. The residence keys and Property Receipt and a copy of the report will be placed into the Evidence/Property lockers.

15.5.6 ATTENDING PHYSICIAN

- A. If death was natural and no foul play is suspected and the attending physician is known, contact him for any medical history and ask if he will sign the death certificate.
- B. Ask the attending physician if the cause of death was attributed to a previous accident or a previous deliberate act. If so, the case must be forwarded to the Medical Examiner's Office.
- C. If death was natural, there is no foul play suspected, and the attending physician will sign the death certificate, note these facts in the report and release the deceased to a funeral home. Complete those arrangements when done with the investigation.
- D. Complete and electronically submit the Palm Beach County Medical Examiner's Office Attended Death Report form to the Medical Examiner's Office.

15.5.7 MEDICAL EXAMINER

- A. In any of the following circumstances involving the death of a human being, the medical examiner of the district in which the death occurred or the body was found will determine the cause of death (F.S.S. 406.11):
 - 1. Of criminal violence.
 - 2. By accident.

3. By suicide.
 4. Suddenly, when in apparent good health.
 5. Unattended by a practicing physician or other recognized practitioner.
 6. In any prison or penal institution.
 7. In police custody.
 8. In any suspicious or unusual circumstance.
 9. By criminal abortion.
 10. By poison.
 11. By disease constituting a threat to public health.
 12. By disease, injury, or toxic agent resulting from employment.
 13. When a dead body is brought into the state without proper medical certification.
- B. If a Detective is called to the scene, the Detective will contact the Medical Examiner's Office. If no Detective will be responding to the scene, the Medical Examiner will be contacted by the Police Officer or his Supervisor, if necessary.
- C. If death was natural and no foul play is suspected, however; the physician will not sign the death certificate, contact the Medical Examiner's Office and follow their instructions.
- D. If no physician will sign the death certificate and the on duty Medical Examiner Investigator would not accept the case, document their reasons. Have the deceased sent to a funeral home, advising them of the problem and that the Medical Examiner's Office is working on resolving the issue.
- E. If the Medical Examiner will be performing an autopsy, their office will make the arrangements for transportation of the deceased.
- F. If the Medical Examiner is going to be investigating the case, inventory and secure the victim's prescription medicine and send them to the morgue with the victim.

15.5.8 TRANSPORTATION TO FUNERAL HOME

If the deceased is to be transported to a funeral home:

- A. Attempt to locate any prearranged funeral plans.

- B. Ask family members if they have any preference.
- C. If a preference is shown by family or written plan, honor this request.
- D. If there is no attending physician who will sign the certificate, contact the Medical Examiner's Office to arrange transportation. Advise the responding funeral home to contact the M.E. office.

15.5.9 SECURING THE RESIDENCE

- A. When the sole occupant of a home dies at the residence, it is policy of the Jupiter Police Department to seal the residence after seizing and inventorying any easily negotiable valuables such as currency and jewelry.
- B. If the deceased was not the sole occupant of the home:
 - 1. The house does not have to be sealed.
 - 2. Determine the other occupant's relationship to the deceased, i.e., spouse, friend, or family member.
 - 3. Determine legal right of the other occupant to the residence, i.e., the owner, co owner, visitor, etc.
 - 4. If the other occupant has no legal right to remain on the property, advise them that they must relocate before the Police Officer leaves. Obtain all house keys. If any problems or questions develop, call the Supervisor.
- C. If death occurred at the victim's residence and the deceased was the sole occupant of the residence:
 - 1. Conduct cursory examination of the residence for a will.
 - 2. Gather all house keys.
 - 3. Document and seize any easily negotiable valuables, i.e., currency and jewelry.
 - 4. Seize and inventory all medicines at the victim's residence only. Nursing homes, hospitals, etc. are exempt from this requirement.
 - 5. Ensure that no pets are left unattended. If unable to find temporary assistance, i.e., a neighbor, call Animal Control.
 - 6. Conduct final check to ensure that everything has been done.
 - 7. Before leaving, place a Jupiter Police Department business card in the residence. The

card will list the Police Officer's name and the case number on it.

8. Secure all doors and windows.

9. Lock residence upon leaving.

10. Post a Directed Patrol Notice for the home in the applicable District book and the Briefing Book.

D. The residence will not be released to relatives or unsealed without an appropriate order from the probate court with the following exception:

1. Family members or other authorized person(s) may be allowed access to the house solely for purposes of obtaining burial instructions and clothing for the deceased or to look for a will.
2. The person entering the home for such purposes will be accompanied by a Police Officer who will take custody of any will that is found within the home.

E. The officer will comply with Florida Statute 732.902(1) and deliver the will to the clerk of the court, probate division. The home will thereafter remain sealed until an appropriate order has been obtained from the probate court.

15.5.10 NOTIFYING NEXT-OF-KIN OF DEATHS SERIOUSLY INJURED, SERIOUSLY ILL

A. If next of kin has not been contacted at this point, the Police Officer will:

1. Attempt to locate any information regarding next of kin from residence or neighbors.
2. Request Communications to teletype the law enforcement agency that has jurisdiction over any possible location of next of kin, to assist with notification.
3. If no contact is made, note all attempts in the report.

B. If next of kin location has been determined within Palm Beach County, assistance will be obtained from the Victims' Advocate, the Departmental Chaplain, a relative or a close friend.

1. The next of kin will be notified promptly and in a considerate manner. A uniformed police officer will assist in the notification with one of the others listed above, if available.
2. The police officer will offer any assistance that the Jupiter Police Department can provide. Document all details of contact.

C. Next of kin notification requests received from other agencies will be handled the same as

described in the above Section B.

15.5.11 INVESTIGATIVE FOLLOW-UP

- A. With any of the following listed death incidents, the Supervisor will be present at the scene and may call both the C.I.S. Supervisor and a Detective simultaneously. The Supervisor will also notify the on call Executive/Command Officers.
- B. Death incidents that require investigative response:
 - 1. Homicide
 - 2. Suicide
 - 3. In custody death
 - 4. SIDS
 - 5. Suspicious/Foul play suspected
 - 6. Drowning
 - 7. Fire
 - 8. Aircraft crash
 - 9. Train accident
 - 10. Accidental gunshot death
 - 11. Industrial death
 - 12. Other deaths not covered by above that require investigative follow up.
- C. The responding officer has specific responsibilities that must be carried out before the Detective's arrival on the scene:
 - 1. Verify that the victim is deceased. If possible, control the number of medical personnel on the scene.
 - 2. Examine the victim for obvious injuries or trauma.
 - 3. Do not touch any weapons except in cases where officer safety is an issue.
 - 4. Conduct preliminary investigation.

5. Interview anyone at the scene who has information, i.e., next of kin, medical personnel.
 6. Protect the scene.
 7. Tape off an area larger than the visible scene. Secure the entire house if the victim is located in a room.
 8. Post an officer at the scene.
 9. Request witnesses to remain at the scene until a detective arrives and releases them
- D. The Officer will release the scene to the Detective when he/she arrives. The Officer will brief the Detective to:
1. Type of call responded to and time responded.
 2. What action was taken upon arrival.
 3. Which emergency units were at the scene and what they did.
 4. Advise where the victim was found. If transported to a medical facility identify the same.
 5. Describe anything that may have been moved or disturbed at the scene and why, i.e., victim or weapon moved by medical personnel.
 6. Identify any potential witnesses to the incident. They will remain at the scene until a Detective releases them.
 7. Provide a copy of report, written statements, and any other documents to the Detective.
- E. The Offense Incident Report header for any death investigation that requires investigative follow up will be "Death Investigation". Status will be "Pending Investigation Results." to be followed up by Detective.

15.5.12 REPORTS

- A. If a copy of the will has been secured, place it, a copy of the report, and the keys to the residence into the Evidence/Property locker for processing. Attach a completed Property Receipt form to the items.
- B. Reports will include such details as:
1. Time and type of call responded to.

2. Case number.
 3. Time arrived.
 4. Weather conditions.
 5. Action taken upon arrival
 6. Which emergency units were at the scene and what action was taken
 7. Where the victim was found. If transported to medical facility, identify the same.
 8. Detail anything that may have been moved or disturbed at scene and why, i.e. victim or weapon moved by medical personnel
 9. Names and identification information of any potential witnesses to the incident.
- C. In addition to an Offense Incident Report, a Death Investigation Report will be completed through the Palm Beach County Medical Examiner's website for all death investigations.
- D. The investigating officer/detective will complete each section of the on-line Death Investigation Report and electronically submit the finalized form to the medical examiner's office.

15.5.13 DEATH - NATURAL

- A. In addition to the above reporting guidelines, the following procedures will apply when investigating a death by natural causes.
1. If the attending physician WILL sign the death certificate, the incident header will read "Death Investigation" and it will be documented in the narrative portion that it is an "Attended Death". The status will be "Unfounded".
 2. If any investigative follow up is necessary to file the will at the Clerk's Office, the case status will be "Unfounded" with the Detective doing a supplemental report documenting his/her activity.
 3. If follow up is required reference next of kin notification, case status will be "Pending Investigation Results." with case being followed up by Detective.
- B. If death was natural and no foul play is suspected, however, the physician WILL NOT sign the death certificate:
1. Incident header will read "Death Investigation" and it will be documented in the narrative portion that it is an "Unattended Death". The status will be "Pending

Investigative Results."

2. The case file will be given to the Criminal Investigations Section for follow up and status closing.
- C. The Jupiter Police Department will respond to Hospice patient deaths if we are notified and requested to respond.
- D. If a death investigation involves a Hospice patient or other terminal illness care giving organization, an incident report will be completed the same as for any other natural death.

15.5.14 DEATH AT A NON-RESIDENTIAL LOCATION

- A. If the victim is pronounced dead in a medical institution, ensure the Jupiter Police has jurisdiction over the incident. If the onset of the incident occurred in another jurisdiction, it is the other jurisdiction's case to follow up.
- B. Get information for attending medical personnel. Ask if the attending physician will sign the death certificate.
- C. Examine and photograph the victim. If not present, the supervisor will be advised of the situation.
- D. Check for any visible trauma/injuries.
- E. Look for any jewelry on victim and note the same.
- F. Contact the Medical Examiner's Office and advise of the incident.
- G. If it is necessary to return to the residence, advise the residents at this time, explaining why.
- H. If not needed, return personal property of the victim to next of kin. Document with Jupiter Police Department Property Receipt form.
- I. Determine what, if any, prescription medication the victim used, and seize them.
- J. If no family member or next of kin was at the medical facility, attempt notification at the victim's residence, if local. Forced entry may be used as a last resort and must be cleared by the supervisor first, unless exigent circumstances exist. Check the following:
 1. Welfare of anyone else in residence.
 2. Names of next of kin to notify and possible telephone numbers.
 3. Pets.

4. Inventory and seize medicines.
 5. Funeral arrangements.
 6. Cursory examination for will.
 7. If necessary, lock the residence to protect the victim's property.
- K. Try to develop information by interviewing any neighbors or fellow employees.
- L. If no next of kin notification is made, request that Communications teletype the law enforcement agency that has jurisdiction over any locale of next of kin so they can assist with notification.
- M. If next of kin notification is negative, forward case to Detective for follow up. Note all attempts and information in the report.
- N. Follow the procedures outlined in "Securing the Residence," above.
- O. If will has been secured, forward it and a copy of the report to the Criminal Investigations Section for processing.
- P. The following incident headers and case status categories will apply to deaths in non residential/ institutional locations:
1. If the attending physician WILL sign the death certificate, the incident header will read "Death Investigation" and it will be documented in the narrative portion that it is an "Attended Death". The status will be "Unfounded".
 2. If the attending physician WILL NOT sign and the Medical Examiner refuses the case, the incident header will read "Death Investigation" and it will be documented in the narrative portion that it is an "Unattended Death". The status will be "Pending Investigative Results."
 3. If the only investigative follow up necessary is filing of the will at the Clerk's Office, the case status is still "Inactive," with the Detective doing a supplemental report documenting his/her activity.
 4. If follow up is required reference next of kin notification, the Criminal Investigations Section will conduct the follow up. Case status will be "Pending Investigative Results."

15.5.15 DEATH IN A CONVEYANCE

- A. In addition to the guidelines given above, the following procedures will apply when investigating a death in a conveyance.

- B. Death Investigations in a non residential location where the victim is located in a conveyance requires the Supervisor to respond to the scene with the Police Officer.
- C. If foul play or suspicious circumstances are suspected, the Supervisor will call out a Detective.
- D. Protect and control the scene by taping off the area around conveyance.
- E. The incident header will read "Death Investigation" and it will be documented in the narrative portion that it is an "Unattended Death". The status will be "Pending Investigation Results."

15.5.16 DEATH - SUICIDE

In addition to the guidelines given above, the following procedures will apply when investigating a death by suicide.

- A. Supervisor will respond to the scene along with the assigned Police Officer.
- B. Verify that the victim is deceased. If possible, control the number of medical personnel on the scene.
- C. Do not move the victim. If the victim is found hanging do not cut down. If there is a possibility that the victim is still living, cut above or below the knot.
- D. Examine the victim for obvious injuries or trauma.
- E. Conduct preliminary investigation. At this point take care to minimize scene disturbance. Move only what is necessary for officer safety and investigative need. Supervisor will be present.
- F. Interview anyone present at the scene that has information, i.e., next of kin medical personnel.
- G. If preliminary investigation indicates the incident is a suicide, the Supervisor will request a Detective to respond.
- H. The incident header will read "Death Investigation" and it will be documented in the narrative portion that it is an "Unattended Death". The status will be "Pending Investigation Results."

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15-6 - Investigation of Hate Crimes

Subject: Investigation of Hate Crimes	Issued: 06/98
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 12/07
Signature: <i>Signature on File</i>	Revision #: 1

PURPOSE

The purpose of this General Order is to establish guidelines for the proper investigation and handling of incidents of Hate Crimes.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

It is the policy of the Jupiter Police Department to bring the investigative and enforcement elements of the police department into action as appropriate, following any and all reported or observed incidents of criminal acts resulting from racial, religious, ethnic, or sexual orientation hatred.

DISCUSSION

The Jupiter Police Department takes a proactive role in promoting peace and harmony within the community and in ensuring that rights guaranteed by State laws and the United States Constitution are protected for all citizens regardless of their race, color, ethnic, religious, or sexual orientation. When such rights are infringed upon by violence, intimidation, threats or other harassment, the Jupiter Police Department will use every necessary resource to rapidly and decisively identify the perpetrators, arrest them and bring them before the court.

There is to be special emphasis placed on victim assistance and community cooperation, in order to reduce victim/community trauma or fear. It must be remembered that the actions taken by this agency in dealing with incidents of racial, religious, ethnic and sexual orientation bias are visible signs of concern and commitment to the community, on the part of the Town government and its police department.

All acts of racial, religious, ethnic and sexual orientation violence or threats will be viewed as serious, and the investigations will be given priority attention. Such acts may generate fear and

concern between victims and the public, and have the potential of recurring, thus escalating and possibly causing counter violence. The proper investigation of such incidents is the responsibility of all Jupiter Police Officers. Each officer must be sensitive to the feelings, needs, and fears that may be present in the community, as a result of incidents of this nature.

DEFINITIONS

Hate Crime - A committed or attempted act by any person or group of persons against a person or the property of another person or group, which in any way constitutes an expression of hatred toward the victim because of his or her personal characteristics; a crime wherein the perpetrator intentionally selects the victim because of the victim's personal characteristics.

Personal Characteristics - For the purpose of this policy, personal characteristics will include race/color, religion, ethnicity/ancestry, national origin, or sexual orientation.

15.6.1 INITIAL RESPONSE

- A. Whenever any incident as described above comes to the attention of any Department member, a patrol officer will be dispatched, and the incident will be immediately reported to the shift supervisor.
 - B. Incident Reports will be reviewed for patterns of incidents occurring at either the same location or directed at a particular individual or group.
 - C. Florida Statutes and case law require:
 - 1. That the perpetrator must demonstrate prejudice or bias;
 - 2. That this bias must be evidenced in the commission of the crime;
 - 3. That the bias must be based on one or more of the enumerated characteristics of the victim; and
 - 4. That the perpetrator perceived, knew, or had reasonable grounds to know or perceive, that the victim was within the class delineated by statute.
 - D. The motivation behind the act, i.e., the selection of the victim, is the key element in determining whether an incident is hate related.
 - 1. Law enforcement officers must rely on their investigative judgment, as well as probable cause standards, to assist them in determining whether a specific incident constitutes a hate motivated crime.
 - 2. Statements of victims or witnesses, as well as physical evidence, may be used to make this determination.
-

15.6.2 PERSONNEL RESPONSIBILITIES

A. Investigating officers will:

1. Respond in a sensitive way to the feelings and needs of the victim(s).
2. Preserve the crime scene and evidence.
3. Immediately take all possible investigative and enforcement action.
4. Notify the Supervisor if a serious hate crime incident involving personal injury or destruction of property takes place.
5. Refer the victim to the appropriate victim services agency for assistance.
6. Prepare a detailed report, clearly identifying the incident as a hate crime and documenting any materials utilized in the crime or evidence recovered at the scene.
7. Make a follow up visit to assure the victim that the police are doing everything possible to eliminate the fear factor and apprehend the suspect(s).

B. Supervisory personnel will:

1. If practical, respond immediately to the scene of all incidents.
2. Ensure that the crime scene is protected.
3. Ensure that the investigative personnel have been notified, if a serious incident of hate motivated injury to persons or destruction of property takes place.
4. Notify the appropriate Division Commander if the incident is serious.
5. Ensure that the scene is properly processed and evidence gathered.
6. Arrange for an immediate increase of patrols throughout the affected area.
7. Ensure that all physical remains of the incident are removed after processing is completed.
8. If the remains cannot be removed (e.g., paint on walls), the supervisor will attempt to impress upon the building or property owners the need for complete restoration as soon as possible.
9. Ensure that the report is appropriately titled/classified as a Hate Crime and that the report contains all necessary information, including the clear identification of the incident as a Hate Crime, full description of the materials used (e.g., paint, cross,

literature, etc.), size or construction of wrappings or messages, the method of removal, and the disposition of the remains.

C. Investigative personnel will:

1. Respond to, and investigate any serious Hate Crime incident involving injury to persons or destruction of property.
2. Investigate all incidents of racially, religiously or ethnically motivated crimes.
3. Assure appropriate assistance to any injured victims.
4. Photograph and process the crime scene.
5. Contact appropriate state and/or other local law enforcement agencies for assistance with serious cases.
6. Maintain liaison with Federal, State and local agencies for intelligence information exchange.
7. Keep the victim informed of the status of the investigation.

15.6.3 REPORTING PROCEDURES

- A. All Hate Crimes will be clearly denoted by investigating personnel according to Departmental reporting procedures.
- B. Supervisory personnel will assure the adequate identification and classification of such reports.
- C. Records and Data personnel will classify and report Hate Crimes according to the definitions and procedures established by the Florida Department of Law Enforcement.

15.6.4 TRAINING

All personnel will receive periodic training on Hate Crime issues and investigations, including:

- A. Definitions and classifications
- B. Victim issues and treatment.
- C. Changing case law.
- D. Investigative techniques.
- E. Intelligence information on organized groups and/or activities.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.7 - Officer Involved Shootings

Subject: Officer Involved Shootings	Issued: 01/87
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 1/17
Signature: <i>Signature on File</i>	Revision #: 5

PURPOSE

The purpose of this General Order is to establish policy pertaining to all Officer Involved Shootings, whether on duty or off duty. Also, it attempts to educate all personnel to the seriousness of the situation and outlines the various steps all involved members must follow to ensure all parties involved are treated in a fair and impartial manner. Steps are also outlined to ensure that there are effective measures to deal with the delayed stress reaction of Post Shooting Trauma.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Any Jupiter Police Officer involved in a police shooting will be treated in a fair and impartial manner in accordance with this general order. The Florida Department of Law Enforcement (FDLE) will initiate an investigation and forensic involvement if the occurrence of a shooting of a person by a Jupiter Police Department Officer while acting in the line of duty or the death of an arrestee shortly after being in the care, custody, or control of a Jupiter Police Department Officer, or the death of an intended arrestee during an attempt by a Jupiter Police Department Officer.

DISCUSSION

The duties and responsibilities as outlined in General Orders 1.5, Response to Resistance and 1.7, Firearms and the Memorandum of Understanding between the Jupiter Police Department and the Florida Department of Law Enforcement will be common knowledge for the individual officers; for when the emergency arises, there will be no time for deliberation. The decision must be made and action taken quickly.

15.7.1 OFFICER RESPONSIBILITY

- A. The officer involved in a shooting will immediately notify the Communications Center, if possible, requesting the on duty supervisor to respond to the scene.
- B. If possible, the officer will attempt to render first aid to the injured.

- C. The officer will attempt to secure the crime scene perimeter as best as possible, so as not to destroy any evidence which will be of importance to the investigation.
- D. The officer will remain at the scene (unless injured) until the arrival of the FDLE Critical Incident Team. However, if the circumstances are such that the continued presence of the officer at the scene might cause a more hazardous situation to develop (hostile crowd), the ranking commanding officer at the scene will have the discretion to instruct the officer to respond to another, more appropriate location.
- E. The officer will protect his/her weapon for examination and submit said weapon to the appropriate investigator.
- F. The officer will be available at all times for internal affairs and other administrative interviews and statements regarding the case, and will remain subject to recall to duty at any reasonable time.

15.7.2 SHIFT SUPERVISOR RESPONSIBILITIES

- A. Will proceed immediately to the scene and secure same.
- B. Assist the involved officer(s).
- C. Notify the Patrol Commander. If after hours, notify the on-call Administrator.
- D. Conduct a preliminary review of the incident. Whenever necessary, officers are obligated to provide a brief non-audio recorded public safety statement which is limited to an explanation of the circumstances of the incident, to address public safety concerns, to assist in the apprehension of perpetrators who remain at large, and to identify witnesses, locate physical evidence, and other information necessary to ensure officer and public safety.
- E. The Supervisor will separate the involved officers from each other and uninvolved officers to maintain the integrity of the investigation. All police personnel who are not involved in the investigation or who are not performing support functions at the scene will not be allowed to congregate at the scene.

15.7.3 PATROL COMMANDER/ON-CALL ADMINISTRATOR RESPONSIBILITIES

- A. Upon notification, the Patrol Commander or on-call Administrator shall ensure the Chief of Police, Bureau Commanders, Criminal Investigations personnel/Crime Scene Investigators, and the Public Information Officer have all been notified.
- B. Proceed to the scene immediately upon notification.
- C. Ensure that the FDLE regional operations center is promptly contacted and request to dispatch the FDLE Critical Incident Team to initiate an investigation. FDLE will notify the State Attorney Office Police Shooting Team and coordinate crime laboratory services at the scene. FDLE will notify the State Attorney's Office as soon as reasonably practical.

15.7.4 CRIMINAL INVESTIGATIONS SECTION RESPONSIBILITIES

Criminal Investigations Section will:

- A. Proceed to the scene immediately upon notification.
- B. Conduct a criminal investigation on the offender and offenses which resulted in the shooting.
- C. FDLE will assume operational direction of investigations and forensic assistance and coordination initiated pursuant to the Memorandum of Understanding. FDLE may request the assistance of Jupiter Police Department personnel or personnel from other law enforcement agencies.
- D. At the completion of the investigation, all investigative materials will be turned over to the Internal Affairs Commander.

15.7.5 INTERNAL AFFAIRS RESPONSIBILITIES

The Office of Professional Standards will:

- A. Conduct the administrative investigation of all officer involved shootings. The administrative investigation may be conducted at the same time or at the conclusion of any related criminal investigation.
- B. The investigative file will be retained in the Office of Professional Standards.

15.7.6 ADMINISTRATIVE LEAVE / DUTY

- A. Any officer directly involved in a shooting incident will be placed on paid administrative leave directly upon completion of initial on-scene review.
- B. While on administrative leave, the officer will remain available at all times for official departmental interviews and statements regarding the shooting incident, and will be subject to recall to duty at any time.
- C. When directed to return to duty, the officer may be assigned to administrative duty for a period of time, as deemed appropriate by the Chief of Police.

15.7.7 PSYCHOLOGICAL SERVICES FOR THE OFFICER

- A. In cases where any person has been injured or killed as a result of firearm discharge by a police officer, the involved officer will be required to undergo an emotional debriefing with a Department furnished psychologist, within five (5) days of the incident. The purpose of this debriefing is to allow the officer to express his/her feelings and to deal with the moral, ethical, and/or psychological aftereffects of the incident.
- B. The involved officer and his/her family will have available to them the services of the Department psychologist and/or chaplain. The purpose of this offer is to provide a source of professional consultation and aid them if necessary.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.8 Victim/Witness Assistance

Subject: Victim/Witness Assistance

Issued: 01/93

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 08/11

Signature: *Signature on File*

Revision #: 9

PURPOSE

The purpose of this policy is to define the Jupiter Police Department's determination to guarantee that both juvenile and adult victims and witnesses of crimes have their rights protected; to ensure that the Department provides assistance during preliminary investigations and following the arrest of the suspects; to ensure that all victims and witnesses are treated with fairness, compassion and dignity by all Department employees in accordance with Florida law.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department believes that an integral part of the Department's mission is to assist and provide information to victims and witnesses of crimes and direct them to special services that are available to them. The Department is responsible for providing necessary information to all victims of criminal activity and make each victim and witness aware of his/her legal rights. The responsibility for such notification will be that of each Officer and/or Investigator.

A copy of this directive will be filed with the Office of the Governor and subsequent changes or amendments thereto will likewise be filed when adopted.

15.8.1 PROCEDURE - OPERATION

- A. All personnel will ensure that the rights of all victims and witnesses, as described in Section 15.8.4 of this section, are met
- B. The Communications Section serves as a single point of contact for victims/witnesses on a 24 hour a day basis. Communications Section personnel may receive calls from victims/witnesses who are making a complaint for the first time, for follow-up information

or assistance regarding a previously reported complaint, or for general information regarding assistance from outside agencies.

- C. Communications personnel will evaluate the call to determine whether a police response is needed, and whether this response is an emergency or non-emergency.
 - 1. If the caller lives within the Town and it is determined that a response is needed, an officer will be dispatched to the scene.
 - 2. The officer will determine if immediate assistance is needed, i.e. counseling, medical condition, etc., or if the victim/witness can be referred to an outside agency.
- D. If the call is for general information regarding assistance from an outside agency and a response is not needed, a "Where to Turn" Directory of Resources and Services for Palm Beach County has been placed in the Communications Center in order to provide Communications personnel with information on victim/witness services available through outside agencies.
- E. **2-1-1**, a service of **The Center for Information & Crisis Services** provides information, referral, crisis intervention, supportive counseling, and suicide intervention, via the telephone **24 hours a day/365 days a year** and via their website: www.211treasurecoast.org.
- F. Victims/witnesses who require a law enforcement response and live outside the Town of Jupiter will be referred to the appropriate law enforcement agency.
- G. All personnel who take initial reports of incidents will be responsible for informing all victims of the availability of victim/witness services available through the distribution of the Victim's Rights Brochure.
- H. The Victim's Rights Brochure will provide victims and witnesses information on the following:
 - 1. Victim's guaranteed rights, as outlined in Florida Statute 960.001.
 - 2. Victim advocacy, counseling, and victim compensation programs.
 - 3. The case number, offense, reporting officer, and date.
 - 4. The stages of the criminal and juvenile justice systems.
 - 5. The agency's telephone number, which can be used to report additional information about the case, or to check on the status of the case.
 - 6. An explanation of what to do if the suspect or suspect's companions or family threatens or otherwise intimidates the victim.

7. Information on services available within the community.

I. Officers/Investigators will contact the Palm Beach County Division of Victim Services for the following types of incidents:

1. Homicides
2. Sexual Assaults
3. Accidental Deaths
4. Domestic Violence (When life and/or safety endangerment has occurred or is likely to occur).
5. When, in the judgment of the Officer or Investigator, a victim or witness has been threatened or expresses specific credible reasons for fearing intimidation or further victimization.
6. Other cases when deemed necessary.

J. Palm Beach County Victim Services, the Palm Beach County State Attorney's Office, and the Florida Department of Children and Families provide many victim/witness programs, which are summarized below:

1. Victims of Domestic Violence will be provided with a Domestic Violence Information Packet, which refers them to the Domestic Assault Program. Procedures to be followed involving victims of Domestic Violence are outline in General Order 15.2, Domestic Violence.
2. A Sexual Battery Counselor from Palm Beach County Victim Services will be contacted for victims of Sexual Battery as outlined in General Order 17.2, Sexual Battery Investigations.
3. Endangered juveniles will be taken into protective custody as outlined in General Order 18.2, Child Abuse Investigations, and will be referred to the Department of Children and Families for alternative placement and investigation assistance.
4. Survivors of Homicide or DUI Accident Fatality victims will be referred to the Palm Beach County Victim Services Homicide and General Crime Program for counseling.
5. General victim/witness assistance prior to and during trial, such as restitution, transportation, separate pre-trial waiting areas, translator services, and parking will be coordinated through the Palm Beach County State Attorney's Office.
6. Victim compensation benefits are provided by the State of Florida to eligible victims

and family members of victims who have suffered a physical injury or death as a result of a crime. The Florida Crime Victim Compensation Program is administered by the Office of the Attorney General, Division of Victim Services. This program is a last resort for those victims who have no other sources of financial assistance available to them.

7. General victim/witness services to include: 24 hour crisis intervention and supportive counseling; assistance with filing victim compensation forms; accompaniment during medical and investigative procedures; court accompaniment; individual therapy for children and adults; group counseling for children and adults; and, social service and legal referrals.

15.8.2 PROCEDURE - ADMINISTRATIVE

At least every three years, an analysis will be conducted of victim/witness assistance needs and available services within Jupiter's service area. The analysis will include the following:

- A. The extent and major types of victimization within the agency's service area;
- B. An inventory of information and service needs of victims/witnesses in general (including homicide or suicide survivors) and special victims, such as those victimized by domestic violence, abuse and neglect (especially children and the elderly), sexual crimes, and drunken drivers;
- C. Victim assistance and related community services available within the service area;
- D. Identification of unfulfilled needs;
- E. Identification of needs that are appropriate for the agency to meet.

15.8.3 FOLLOW-UP INVESTIGATIONS

During follow-up investigation, the Detective handling the case will, depending on the type and severity of the incident:

- A. Re-contact the victim/witness periodically to determine if further assistance is necessary. Depending on the circumstances, contact with an appropriate agency to assist the victim may be necessary. This includes assistance with locating transportation, parking, separate pre-trial waiting areas, and translator services.
- B. Explain the procedures involved in the prosecution of the case and their role as a victim and/or witness.
- C. Schedule any further line-ups, interviews, and other appearances by the victim/witness at the convenience of the victim, if possible.
- D. Promptly return victim property held for evidentiary purposes unless there is a compelling

law enforcement reason for retaining it. The evidence technician will promptly comply with court orders allowing photographs of the victim's property to be used as evidence at the trial and/or requiring the return of the victim's property. The State Attorney's Office should be consulted before releasing any property.

- E. At the request of the victim, a victim advocate will be provided to the victim during deposition. The Detective will coordinate the use of a victim advocate through the State Attorney's Office.

15.8.4 SUMMARY OF VICTIM'S RIGHTS

- A. The Jupiter Police Department is committed to guaranteeing that victims and witnesses of crimes have their rights protected according to the guidelines for fair treatment of victims and witnesses in the Criminal and Juvenile Justice System as described in 960.001, F.S.

These guaranteed rights include the following:

1. THE RIGHT to be present, informed, and heard, when relevant, at all crucial stages of the criminal and juvenile justice system.
2. THE RIGHT to receive information regarding the stages of the criminal and juvenile justice systems.
3. THE RIGHT to be free from threats, intimidation, or harassment. It is against the law to cause a victim/witness to be placed in fear by force or threats, to make an assault on, or harm any victim/witness. If you are being threatened or intimidated please contact the Police.
4. THE RIGHT to request from the court and receive from the defendant restitution (payment for financial loss as a result of a crime), and to receive information from the court on enforcement of that order.
5. THE RIGHT to request assistance from Law Enforcement and the State Attorney's Office in notification to creditors and employers in regards to financial hardship or absences resulting from the crime.
6. THE RIGHT to a prompt return of property following unless there is a compelling law enforcement need to retain the property.
7. THE RIGHT to know what your role is in the criminal or juvenile justice process.
8. THE RIGHT to be consulted by the State Attorney's Office in certain felony cases in order to obtain your or your family's views about the disposition of the case.
9. THE RIGHT to be notified of scheduling changes in your criminal or juvenile justice system appearances by the scheduling agency or person.

10. THE RIGHT to have your rights, as outlined in this brochure, asserted to you through the State Attorney's Office.
11. THE RIGHT to be notified when a defendant escapes or is released from a correctional facility.
12. THE RIGHT to review certain portions of a pre-sentence investigation report for an adult and/or youthful offender prior to the sentencing of the accused.
13. THE RIGHT to submit an oral or written victim impact statement to the court.
14. THE RIGHT to a prompt, timely disposition of your case provided this right does not interfere with the rights of the accused.
15. THE RIGHT to have a victim advocate accompany you to a deposition. Victims who are not incarcerated will not be required to attend discovery depositions in any correctional facility.
16. THE RIGHT of a victim or the victim's legal guardian, or the parent or legal guardian of a victim, if the the victim is a minor, to request that a person who is charged with any offense enumerated in section 775.0877 (1)(a-n), Florida Statutes, that involves the transmission of bodily fluids from one person to another, undergo hepatitis and HIV testing.
17. THE RIGHT to request and know at the earliest convenience if the person charged with an offense, which involves the transmission of bodily fluids, has tested positive for the Human Immunodeficiency Virus (HIV) infection.
18. THE RIGHT of the victim of a sex offense and under certain circumstances, if the victim is under the age of 18 or is a disabled adult or elderly person, to request the court order the accused to undergo HIV testing regardless of whether the offense involved the transmission of bodily fluids. If requested by the victim, the right of the victim to receive information regarding the results of the testing within two weeks of the court's receipt of such results.
19. THE RIGHT, in certain circumstances, to request that the offender be required to attend a different school than the victim or siblings.
20. THE RIGHT to general victim assistance, such as transportation, parking, separate pre-trial waiting areas, and translator services in attending court, as is practicable.
21. The victim of a sexual offense has the right to have the courtroom cleared, with certain exceptions, during his or her testimony, regardless of their age or mental capacity.
22. The victim of domestic violence has the right to be informed of the Address

Confidentiality Program administered by the Office of the Attorney General. Please contact 688-7759 or 1-800-226-6667 for further information.

23. Victims who are incarcerated have the right to be informed and submit written statements at all crucial stages of the criminal and juvenile justice systems.
24. The victim or next of kin of a homicide victim are obligated by Florida Statute 960 to not release any information in a case involving a juvenile. The exception to this is if it is necessary in the pursuit of legal remedies.
25. The victim, next of kin of a victim, or relative of a minor victim has the right to receive advance notification of judicial and post judicial proceeding relating to the case and proceedings in the prosecution of the accused.
26. The victim, next of kin of a victim, or relative of a minor victim has the right to be notified of the arrest or release of the accused, including work release or release to community control of the accused.
27. The victim or next of kin of a victim can not be excluded from any portion of a hearing, trial or proceeding based solely on the fact that such person is subpoenaed to testify, unless the court determines their presence is prejudicial.
28. In some cases, the victims or relatives of a deceased victim may be eligible for financial compensation from the State of Florida. Those determined eligible by the Office of the Attorney General (1-800-226-6667) may receive assistance with medical/ dental expenses, burial expenses, lost wages, relocation money for domestic violence victims, and mental health counseling.
29. THE RIGHT of the victim to request the presence of a victim advocate during the forensic medical examination. An advocate from a certified rape crisis center shall be permitted to attend any forensic medical examination.
30. No law enforcement officer, prosecuting attorney or government official shall ask or require a victim of a sexual offense to submit to a polygraph examination or other truth-telling device as a condition of the investigation.

B. Confidentiality

1. Exemption From Public Inspection - Under the provisions of Florida Statute 119.07, any information which reveals the home or employment telephone number, address, or personal assets of a person who has been the victim of a sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence is exempt from public inspection and examination. The victim must make a written request for their information to be held confidential.
2. All Department personnel will ensure the confidentiality regarding records and files

of victims/witnesses is consistent with applicable law. Further procedures regarding the release on information are outlined in General Order 22.1, Police Media Relations.

15.8.5 VICTIM NOTIFICATION FORM

- A. A Victim Notification Form will be filled out when an arrest is made or when filing at-large for the following crimes:
1. Homicides, pursuant to Chapter 782;
 2. Sexual Offenses, pursuant to Chapter 794;
 3. Attempted Murder or Attempted Sexual Battery, pursuant to Chapter 777;
 4. Stalking, pursuant to Chapter 784.048; and,
 5. Domestic Violence, pursuant to Chapter 741.
- B. Violent crimes offenders, identified by Victim Notification Forms, are automatically entered into a notification system when they are booked into the Palm Beach County Jail.
- C. The Palm Beach County Sheriff's Office VINE system (Victim Information & Notification Every day), provides a toll-free telephone number 1-877-727-6846, which can be accessed 24 hours a day, 7 days a week from any touch tone phone.
1. Victims can look up offenders by spelling out, on the telephone key pad, the offender's name. VINE will quickly tell the caller if the inmate is still in custody.
 2. Callers may also choose to register for an automated notification call, when an inmate is released, transferred or escapes.

15.8.6 COOPERATION WITH OTHER AGENCIES

- A. The Palm Beach County Victim Services maintains liaisons with other criminal justice agencies, governmental agencies, non-governmental agencies, and organizations concerned with victim/witness needs and rights.
- B. The Public Information Officer should cooperate with the Palm Beach County Victim Services and other agencies with periodically informing the public and media of services available in the Town of Jupiter service area.

15.8.7 VICTIM AND WITNESS PROTECTION

Victims and witnesses who are threatened or express specific, credible reasons for fearing intimidation or further victimization by crime suspects are entitled to appropriate assistance as follows:

A. Responsibilities: Officers will discuss with victims and witnesses how to report and prevent against threats or intimidation tactics, to include:

1. Call 911 in an emergency;
2. Request that the agency investigate and document any threat; and,
3. Procedures to obtain an injunction.

B. Protection Options: Victim or witness protection may include:

1. Additional charges against suspects for tampering with a state witness.
2. Protective services through the Jupiter Police Department or the State Attorney's Office, which may include:
3. Contact with the victim or witness to provide encouragement or to allay the victim's or witnesses' fears;
4. Assist with placement in a shelter;
5. Provide extra patrols around the victim's or witness's home; or,
6. Any other method of protection deemed necessary by the Department or State Attorney based on the instant case and by the available resources.
7. Contact with law enforcement agencies within the victim's or witness' jurisdiction to request that reasonable protection precautions be provided to the victim or witness.

15.8.8 TRAINING AND EDUCATION

In accordance with state statutes and to keep abreast of any changes to the law, victim assistance education and training will be provided periodically to all personnel who work with victim's of crimes. This training and education may be administered through in-service training, training bulletins, memoranda, as well as being offered to persons taking courses at law enforcement training facilities.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 15.9 - Agency Vehicles/PPV Program

Subject: Agency Vehicles/PPV Program

Issued: 01/87

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 04/15

Signature: *Signature on File*

Revision #: 16

PURPOSE

The purpose of this general order is to establish guidelines and procedures for vehicle assignment and use.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

The Jupiter Police Department will maintain control and security of its fleet and have an effective means to provide members with the type of vehicle necessary to perform their duties. Marked and unmarked vehicles are highly visible elements of the Jupiter Police Department and the operation of such vehicles is always under scrutiny by the public. It is essential therefore, that members operate vehicles prudently, to keep from discrediting themselves or the Jupiter Police Department. Members will operate and maintain agency vehicles in conformance with this order.

The Jupiter Police Department's **Personal Patrol Vehicle (PPV) Program** is not mandatory. Any member may refuse to accept an assigned "take home" vehicle. Eligible members participating in the program will be issued an agency vehicle for on duty and off duty use, subject to the regulations contained in this order. Failure to properly maintain the agency vehicle or comply with the regulations and procedures contained within this order may result in the member's suspension from the program; or in cases of multiple offenses, termination of the member's participation in the program at the discretion of the Chief of Police. The use of agency vehicles is a privilege and not an automatic fringe benefit or employment right. This privilege is subject to revocation at any time.

15.9.1 GENERAL PROCEDURES FOR AGENCY VEHICLES

A. The Fleet and Facilities Maintenance Coordinator is responsible for assigning and

maintaining all agency vehicles.

- B. Agency vehicles are assigned to members based on availability and job responsibilities.
- C. Agency vehicle use will conform with this order and other recognized agency directives (*refer to General Orders: 15.3 Vehicle Pursuit and Response to Calls, 15.4 Special Purpose Vehicles and Vessels, 15.13 All Terrain Vehicle, 15.14 Police Bicycles, 15.15 Police Marine Unit, 15.27 Global Electric Motorcar, 17.18 Forensic Services Vehicles, 16.11 SWAT Team Vehicle, 16.13, Emergency Response Vehicle, 16.14 Hostage Negotiation Team Vehicle, and 23.9 Police Motorcycles/Motorcycle Officers*).
- D. Agency vehicles, other than assigned PPVs, will only be driven within the geographic limits of the Town of Jupiter, except in the discharge of official duties or when approved by the Chief of Police.
- E. Agency vehicles will not be operated in an emergency mode when transporting civilians as passengers, unless: a "Ride Along" waiver is on file; under extreme circumstances; or if the passenger is an agency member.
- F. Members operating an agency vehicle equipped with a police radio will monitor the primary radio frequency and be alert and responsive to emergencies that may arise. Members will inform the Communications Center when responding to calls for service or rendering assistance.
- G. Traffic stops made by police officers wearing civilian clothing will be limited to flagrant or dangerous violations which require immediate action.
- H. Police vehicles not equipped with emergency lights and sirens will not conduct traffic stops. If an unequipped vehicle needs a vehicle stopped, they will request the assistance of an equipped vehicle to conduct the stop.
- I. Operation of police vehicles without lighted lamps:
 - 1. The Jupiter Police Department authorizes the operation of police vehicles without lighted lamps as necessary to perform law enforcement functions as authorized in FSS 316.217.
 - 2. Circumstances for the operation of a vehicle without lighted lamps include, but are not limited to:
 - a. Response to calls for service where the use of lighted lamps may be an officer safety issue or hinder the enforcement of the law.
 - b. Routine patrol where the use of lighted lamps may hinder the detection or prevention of crime.

3. An officer who operates a police vehicle without lighted lamps, when required, will operate in a safe manner and with due regard for the safety of all persons.
- J. Safety restraint devices will always be worn by all occupants of any agency vehicle.
- K. Members will not operate any agency vehicles while on suspension.
- L. Agency vehicles will be locked when left unattended, except in emergencies.
- M. To reduce the likelihood of backing crashes, all Police vehicles, marked and unmarked, that are parked in the north parking lot directly adjacent to the building will be backed into the parking spot.

15.9.2 UTILIZING VEHICLES EQUIPPED WITH PUSH BARS

The primary function of push bumpers is to clear disabled vehicles from the road to avoid accidents, not to replace tow trucks. Vehicles equipped with push bars, and only those equipped with push bars, may push disabled or stalled vehicles by following the procedures listed below.

A. Vehicle Inspection

1. Inspect the vehicle to be pushed and ensure the bumper is properly affixed.
2. Obtain the vehicle owner/driver consent and document any damage and consent by utilizing the in- car video system.

B. Discuss the Pushing Procedure with the other driver.

1. Make certain the driver understands your plans and where the vehicle will be pushed.
2. Confirm that the driver understands a disabled vehicle does not have power steering or power brakes, giving the driver minimum control. The driver must turn the key on to release the steering wheel and put the transmission in neutral.
3. If you believe that the driver does not understand the instructions, or is not capable of completing the maneuver, do not push the vehicle. As an alternative, another officer may be utilized with the driver's permission.

C. Pushing Procedure

1. Activate emergency lights on police vehicle and emergency flashers on vehicle to be pushed.
2. Line up the push bumper and the disabled vehicle's bumper, if they do not line up, do not push the vehicle.

3. Slowly pull up behind the vehicle to be pushed to make contact with its bumper; make certain the push bars align with the bumper of the vehicle to be pushed.
4. Make contact with the vehicle and accelerate slowly enough to allow the vehicle to move to the designated safe parking area.
5. Do not maintain contact with a vehicle being pushed when negotiating a corner, curve, or driveway entrance. Reduce the police vehicle speed so that vehicles separate prior to such maneuvers.

D. Additional Precautions

1. Be aware of the extension of the police vehicles front end when parking or approaching another vehicle.
2. The use of push bumpers is prohibited for:
 - a. Pushing vehicles beyond a safe parking area.
 - b. To push-start other vehicles.
 - c. Pushing large, heavy or damaged vehicles that may damage either vehicle.

E. If any damage is incurred to either vehicle, a supervisor must be notified and a Supervisory Report of Damage or Information Report will be completed.

15.9.3 MAINTENANCE OF AGENCY VEHICLES

A. Members using a marked or unmarked agency vehicle will:

1. Conduct a vehicle inspection prior to using the agency vehicle. The vehicle inspection will consist of checking the following:
 - a. The oil, transmission fluid, brake fluid, power steering fluid, windshield washer fluid, and engine coolant.
 - b. The vehicle interior for cleanliness, defects, or damage.
 - c. The police radio and siren box, if applicable.
 - d. The operational condition of the vehicle's head lights, tail lights, brake lights, turn signals, tag light and emergency flashers.
 - e. The emergency lights and spot lights on marked vehicles.
 - f. The vehicle exterior for defects or damage.

- g. The tires for wear and proper inflation.
 - h. The "Next Service Due" mileage stickers.
 - i. The trunk's contents. Marked vehicle trunks will contain a trunk organizer box, flares (6 minimum), broom, paint can, blanket, spare tire, first aid kit, traffic cones (4 minimum), infectious disease kit, and fire extinguisher.
 - j. Any missing, damaged, or used vehicle supplies shall be replaced by the Officer with available spare supplies located in the sallyport. For all other supplies, the Officer will notify the On-Duty Supervisor who has access to replacement supplies in the Supervisor's Equipment Room.
2. At the beginning and end of each shift, vehicles used for prisoner transport will be inspected for readiness as follows:
- a. The safety screen/shield will be securely in place and undamaged.
 - b. All windows will be intact and outer doors in proper working order.
 - c. Rear seat door handles and window controls will be deactivated.
 - d. The interior will be thoroughly searched to ensure that no weapons or contraband has been left behind or hidden within the vehicle.
 - e. The interior will be checked for contamination from blood or other bodily fluids. If contaminated, follow procedures for decontamination in General Order 7.1, Infectious Disease Prevention & Exposure Control Plan.
3. The rear child safety switches must be engaged and the driver's side window lock must be activated at all times to secure the rear passenger compartment during prisoner transportation.
4. At the end of each shift, all members who used a marked or unmarked agency vehicle will remove all weapons from that vehicle. This does not apply to members with PPVs.
5. Unless authorized by the Supervisor, Officers will not leave their assigned District to fill their patrol vehicle gas tank before thirty (30) minutes prior to the end of their shift. Line vehicles should not be parked with less than ½ tank of fuel when at all practical.
6. It is strongly recommended that members remove all of their personal property from agency line vehicles at the end of each shift. The Department will not be responsible for lost, damaged, or stolen personal property that was left inside an agency line

vehicle.

- B. Members who discover needed repairs and/or routine "service due" during their daily vehicle inspection will be required to complete and submit an Equipment Repair Request to the Fleet and Facilities Maintenance Coordinator via their chain of command.
- C. Vehicle defects or damage will be reported to the member's on duty Supervisor and the Fleet Maintenance Coordinator promptly by memorandum. An Equipment Repair Request or Supervisory Report of Vehicle Damage/Crash Report, whichever is more applicable, will be completed and submitted to the Fleet and Facilities Maintenance Coordinator, via the chain of command.
- D. A rotation wrecker service will be requested to assist disabled agency vehicles. This request should be made to the Communications Center.

15.9.4 VEHICLE MAINTENANCE REGULATIONS

- A. All maintenance, service, and repair work must be performed at the Town of Jupiter Maintenance Facility.
- B. When an assigned vehicle is inactive due to extended repairs, members will utilize a spare line vehicle for on duty assignments.
- C. Members will operate all vehicles with reasonable prudence to ensure they are maintained at the highest degree of operating efficiency.
- D. Supervisors will inspect the vehicles of members under their command at least once per month. Vehicles will be inspected to determine internal and external cleanliness, adherence to preventive maintenance practices, and the condition and availability of all equipment.
- E. The goal of the PPV Program is to provide the highest level of police service to the community by providing greater police visibility on the streets and in the neighborhoods of Jupiter and enhancing the responsiveness of both on duty and off duty officers to calls for service and emergency situations.
- F. The incidence and types of PPV activity will be monitored by the Fleet and Facilities Maintenance Coordinator to ensure that the objectives of the PPV Program are being met.
- G. Good gas conservation practices must be considered and adhered to in order to eliminate fuel waste.

15.9.5 PPV PROGRAM ELIGIBILITY

- A. Participation in the PPV Program is voluntary. It is a privilege and not a right, and is contingent upon seniority, efficiency, job performance, assignment, general merit, and vehicle availability.

- B. To be eligible for the PPV program, officers must reside within a 20 mile radius of the Jupiter town limits; or otherwise approved by the Chief of Police.
- C. Officers will become eligible for PPV assignment after satisfactorily completing the Field Training and Evaluation Program. PPVs will be assigned to eligible members as vehicles become available.
- D. All personnel who agree to participate in the PPV program will have a pre-determined deduction from each paycheck to offset fuel and maintenance costs.

15.9.6 PPV PROGRAM REGULATIONS

All officers participating in the PPV Program will adhere to the following regulations:

- A. PPVs will not be operated within eight (8) hours after the officer has ingested any amount of alcohol. PPVs will not be operated after the officer has ingested any drug that impairs his ability to operate the vehicle. No alcoholic beverages will be carried in the PPV except when they are seized as evidence or contraband.
- B. Officers will not use the PPV as part of off duty employment, but may use the PPV for authorized extra duty details.
- C. Officers operating or riding in their PPV off duty must be armed with a Department authorized firearm in accordance with General Order 1.7 Firearms, will have at least one pair of handcuffs in the vehicle, will carry their badge and police identification, and have a portable radio in their possession. Officers will display their credentials upon request.
- D. Officer operating a PPV while in civilian attire must ensure that their attire projects a favorable image for the Department and does not create a safety hazard.
- E. The PPV will not be used to carry excessively large or heavy loads or objects which protrude from the trunk or windows, except when required in the performance of official duties.
- F. Unattended PPVs must be locked at all times, including the police parking lot. The participating officer will ensure that unauthorized persons do not handle department weapons or equipment.
- G. Officers who are on "light duty" (i.e., no longer able to perform fully in their present assignment), extended leave, disability leave, administrative leave, or suspended from duty will relinquish the PPV to the Fleet and Facilities Maintenance Coordinator until such time they are reinstated to regular duty.
- H. Officers will not allow off duty use of their PPV by other members, except in an emergency. Any temporary use of another officer's issued PPV must be approved by the Planning and Administrative Services Manager.

- I. PPVs will be returned to a designated area for storage when the officer is off for more than seven (7) consecutive working days, excluding holidays.
- J. Officers are prohibited from using their PPV while engaged in political activities, such as setting up signs, attending rallies, caucuses, promotional events, fund raisers, etc. Furthermore, no banners or placards of any type may be attached to the PPV. Police organization emblems are also prohibited. American Flags, safety slogans or bumper stickers may be affixed only with prior approval from the Chief of Police.
- K. Off duty officers operating a PPV with a prisoner compartment (caged car) may transport only one passenger in the front passenger seat only. The operating member is responsible for the safety of all vehicle passengers. Seat belts will be used by vehicle operators according to departmental regulations and Florida Statutes, and used at all times by all passengers in the vehicle.
- L. Members are prohibited from transporting pets of any kind (dogs, cats, birds, reptiles, etc.) in a PPV.

15.9.7 PPV OPERATION

- A. While operating PPVs off duty, officers will monitor the police radio and advise the Communications Center when going in or out of service, and when responding to a call. Officers will use their identification number when transmitting radio messages.
- B. While operating PPVs off duty, officers are required to respond to incidents or calls for service which come to their attention through any of the following means:
 - 1. On view
 - 2. Citizens
 - 3. Radio monitored activity of a serious nature occurring within reasonable proximity to their location.
- C. Minor incidents encountered while operating a PPV off duty may be handled and cleared by the off duty officer with proper notification to communications. Situations which dictate the writing of a report will be completed as soon as possible. In the narrative report, the officer will indicate that he was in an off duty status prior to the incident.
- D. Officers residing within a 5 mile radius will not take the PPV outside of the 5-mile radius except on official business or with the authorization of the Chief of Police or his designee.
- E. Officers and Sergeants residing in the 5 – 20 mile radius are only permitted to take the PPV to and from: work, training or schools, court, special details, or official Jupiter Police Department related functions. Personal use of the PPV outside of the 5-mile radius is not

permitted.

1. Violations of the 5 – 20 mile radius use restrictions will result in a 6 month suspension from the PPV program for the 1st violation.
 2. A 2nd violation will result in permanent suspension from the PPV program.
- F. Members holding the rank of Captain or above will be permitted to utilize their PPV anywhere within the following counties to include Martin, Palm Beach, Broward, and St. Lucie County.
- G. Officers operating an agency vehicle outside of Jupiter town limits may render aid under exigent circumstances; however, members must be aware they have no law enforcement jurisdiction.
- H. An officer may make an arrest outside of his/her jurisdiction as a private citizen for a felony or a breach of peace occurring in his/her presence or for a felony based on probable cause.
1. Officers cannot make investigative stops or Terry stops as private citizens.
 2. Officers cannot make a stop to issue a citation for a civil infraction as a private citizen.
- I. Whenever an officer renders aid outside of Jupiter's town limits, the officer will notify the jurisdiction where aid was rendered and will document the incident on an Off Duty PPV Action Documentation form. If the officer is involved in a citizen's arrest, he/she will notify the Jupiter Police Department's on-duty supervisor as soon as possible after the incident.
- J. All off duty activities requiring the response and/or assistance of an officer operating a PPV, will be documented on an Off Duty PPV Action Documentation form, and forwarded to the Planning and Administrative Services Manager for review.

15.9.8 PPV MAINTENANCE REGULATIONS

- A. It is the responsibility of officer's participating in the PPV Program to ensure that their PPVs are maintained according to the guidelines outlined in this order.
- B. Officers participating in the PPV Program will be responsible for the general maintenance, care, cleanliness, and condition of their assigned vehicle.
- C. All vehicles will be maintained as issued. Officers will adhere to the following:
1. No change of original hubcaps, interior trim or electronics.
 2. Under no circumstances will stickers/decals or any color pin striping be applied to a

marked unit.

3. Front tags not assigned by Fleet Services or approved by the Chief are not allowed.
4. The electrical system will not be altered in any way. No holes will be cut in the rear deck, door panels, trunk area, etc.
5. The performance of any engine will not be altered, except by the Public Works Technicians.
6. Any kind of engine fluid additive is prohibited.

D. All participants in the PPV Program will adhere to the following if your vehicle breaks down:

1. Under no circumstances will any Jupiter Police Department vehicle be abandoned on any turnpike, Interstate, local street or roadway, except to make contact by telephone.
2. It is the responsibility of the individual to contact Communications, either by radio or telephone, and request the contracted wrecker service. You must provide Communications with the tag number of your PPV. Sign the tow bill and indicate your ID number, vehicle ID number and tag number on the receipt.
3. All disabled vehicles will be towed to the Town of Jupiter's Maintenance Facility. If the officer is out of the area (school in Orlando, Jacksonville, etc.) the vehicle will be towed to the closest car dealer for the make of your vehicle, i.e. Ford/Ford dealer, Chevy/Chevy dealer.

E. Most all vehicles are equipped with any combination of the following air bag(s): front driver and passenger, front driver and passenger side air bag, or front and/or rear side curtain air bags.

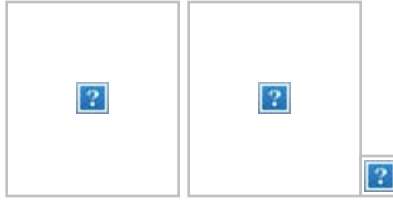
1. Do not add to, cut, or disconnect any part of the vehicle's wiring system.
2. The front seat cannot be moved forward or backward from its mounting brackets on the floor.
3. If the air bag warning light comes on, the vehicle must be taken to the Maintenance Facility immediately.
4. Do not attempt to repair or have the air bag repaired by unauthorized personnel. Any front impact of approximately 14 MPH or over could cause the air bag system to activate.
5. Do not put anything on the dashboard.

- F. Changing out factory installed equipment can void the warranty. Driver will be responsible for any expenses incurred due to unauthorized repairs or installations.
- G. No electrical equipment, radio equipment, radar equipment, blue lights, etc. installed in PPVs will be worked on by any driver or unauthorized vendor. All vehicles will be taken to the Maintenance Facility for coordination of repairs.
- H. Any vehicle involved in a crash must be driven or towed, as determined by the on-scene supervisor, to the Maintenance Facility. When the vehicle is operable, the assigned officer will be responsible for obtaining three repair estimates. Scheduling of repairs will be coordinated with the Fleet and Facilities Maintenance Coordinator.
- I. Individuals assigned a PPV will be responsible for transporting their vehicles to the Maintenance Facility for routine maintenance (L.O.F.), bi-annual calibration, etc. The vehicle keys and a vehicle Repair form must be left at the Maintenance Facility.
- J. The use of any tobacco products in a Jupiter Police Department vehicle is prohibited.
- K. When an issued PPV is inactive due to extended repairs, members will utilize a line vehicle for on duty assignments. Line vehicles will not be assigned for utilization in the PPV Program, unless authorized by the Fleet Maintenance Coordinator.

15.9.9 OVERTIME COMPENSATION

- A. Overtime pay will be granted (within budget limitations) to participating officers who must work on an incident while in an off duty PPV status. Response to an incident while in an off duty PPV status does not constitute an official call back as defined in the Collective Bargaining Agreement between the Town of Jupiter and the PBA.
- B. When responding to calls off duty, involving a felony or serious misdemeanor, it may be necessary for the officer to handle the call in order to best preserve and maintain the chain of custody of evidence. Authorization for an off duty officer to remain on the scene and/or handle the call will be granted by the on duty shift Supervisor.
- C. When submitting an overtime request, the officer will write on the form, "off duty PPV response", if applicable.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.1 - All Hazards Plan**

Subject: All Hazards Plan	Issued: 01/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 07/19
Signature: <i>Signature on File</i>	Revision #: 9

PURPOSE

The purpose of this directive is to establish the Incident Command System (ICS) as the method of response to organize both short-term and long-term field-level operations for an “All-Hazards” approach to a broad spectrum of emergencies ranging from small to complex incidents, both natural and manmade.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

ICS is a key feature of the National Incident Management System (NIMS). ICS is applicable across disciplines and is normally structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics, and Finance and Administration.

ICS is a proven management tool representing “best practices” and has become the standard for all-hazard emergency operations management, ensuring unity of command and providing a framework for more efficient and effective response and recovery coordination.

The expanding scope and sophistication of emergency operations, along with increased possibilities of acts of terrorism, require law enforcement agencies to quickly act to stabilize and control a large scope of emergency situations, some with catastrophic possibilities. Increasingly, law enforcement agencies must deal with large catastrophes with little or no notice. Immediate and decisive action is required to minimize loss of life, reduce property damage, and permit involved authorities to fulfill their responsibilities. While disasters, critical incidents, and/or terrorist/WMD incidents are complex by nature, every incident is different and therefore,

coordination is key.

The Incident Command System (ICS) permits a clear point of control with various elements of support, which can be expanded and/or contracted with ease to escalating or diminishing situations. This directive does not eliminate the need to carry out the procedures and specific activities set forth in operational directives, nor will this directive divert, replace, or contradict the responsibilities of the first responder on scene. Rather, it is the intent of this directive to ensure that all hazards are handled in a manner so as to ensure unity of command and maximize the benefits of a coordinated emergency management response through the activation/deactivation of the Incident Command System (ICS), as deemed appropriate by the nature, size and severity of a given incident.

POLICY

It is the policy of the Jupiter Police Department to use the Incident Command System model of response at disasters and various critical incidents that require more than routine emergency response by the Police Department. This standard directive describes the Incident Command System (ICS) and explains the activation and functions of the Incident Command process. Not all components of ICS will need to be activated when the system is operational. Component activation and deactivation will depend upon changing circumstances; only those that are needed in the situation should be used, as determined by the Incident Commander (IC).

DEFINITIONS

Action Plan: - See Incident Action Plan

Agency Representative: - An individual assigned to an incident from an assisting or cooperating agency that has the authority to make decisions about that agency's participation and reports to the Liaison Officer.

Area Command (Unified Area Command): - Activated only if necessary, depending on the complexity of the incident and if the incident management span-of-control considerations so dictate. The purpose of an Area Command is to oversee the management of multiple incidents each being handled by a separate ICS organization to oversee the management of a very large or complex incident that has multiple incident management teams engaged. Most often used when there are a number of incidents in the same area and of the same type that may compete for the same resources. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.

Assisting Agency: - An agency contributing tactical or other direct resources.

Base: - The location at which primary logistics functions for an incident are coordinated and administered. There is only one base for an incident. The base may be co-located with the Incident Command Post.

Branch: - The organizational level having functional or geographic responsibility for major parts of incident operations. For example, the Law Enforcement Branch composed of several sections (Operations, Planning, Logistics and Finance / Administration), reports to a higher division or group Operations Commander while in a Unified Command operation, along with the Fire Suppression Branch, Public Works Branch, etc.

Casualty Collection Point (CCP): - A location near the incident, which provides an area to triage, treat and transport victims.

Check-In: - The process through which resources first report to an incident. Check-in locations include the incident command post, staging areas, or directly on the site.

Chief: - The ICS title for individuals responsible for command of the five basic ICS functional sections (Command, Operations, Planning, Logistics and Finance / Administration).

Clear Text: The use of plain English in radio communications transmissions. (CODES and SIGNALS ARE NOT USED)

Command Post: - See Incident Command Post

Command Staff: - The ICS title for a group consisting of the Information Officer, Safety Officer, and Liaison Officer. They report to the Incident Commander.

Cooperating Agency: - An agency assisting with other than tactical or other direct resources, includes but is not limited to the Red Cross, the telephone company, Power Company, etc.

Function: - Under ICS, the structure includes Command, Operations, Planning, Logistics and Finance / Administration functional sections.

General Staff: - The ICS title describing the incident management team that reports to the Incident Commander. Consists of the Commanders of the five functional sections.

Incident Action Plan (IAP): - An oral or written plan that contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. When written, there may be specific sub-plans for traffic, communications, safety operations, etc.

Incident Commander (IC): - The individual responsible for the management of all incident operations at the incident scene.

Incident Command Post (ICP): - The field location at which the primary tactical-level, on-scene command functions are executed. The ICP may be co-located with other incident facilities.

Incident Management Team (IMT): - The Incident Commander and appropriate Command and General Staff, as defined by this directive, assigned to the incident.

Public Information Officer (PIO): - A member of the ICS command staff responsible for contact with the media or other agencies requiring direct information. There is only one PIO per incident.

Liaison Officer (LO): - A member of the ICS command staff responsible for coordinating with representatives from cooperating and assisting agencies.

Managers: - Under ICS, individuals who are assigned specific responsibilities for certain activities; e.g. Staging Area Manager.

Operational Period: - The time set for a given set of actions as specified in the Incident Action Plan. Can be of various lengths but usually not over 24 hours.

Policy Group: - Comprised of the Town Manager, Police Chief, Emergency Management Director, etc.

Safety Officer (SO): - A member of the ICS command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring the safety of assigned personnel.

Span of Control: - The number of individuals a supervisor is responsible for, usually expressed as a ratio of supervisors to individuals. (Under NIMS, the recommended span of control is between 1:3 and 1:7)

Staging Area: - Location(s) during an incident where resources can be placed while awaiting tactical assignment.

Transfer of Command: - The process of moving the responsibility for incident command from one Incident Commander (IC) to another. It should be recognized that transition of command on an expanding incident is to be expected and the transfer does not reflect on the competency of the current IC.

Unified Command (UC): - An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person or CEO from agencies and / or disciplines participating in the UC, to establish a common set of objectives and strategies and a signal IAP. Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

Unity of Command: - The principle that a subordinate reports to only one supervisor at any given time, providing a clear channel of authority and accountability.

16.1.1 INCIDENT COMMAND SYSTEM

A. ICS is a standardized management tool for meeting the demands of small or large

emergency or non-emergency situations and ensures command, control and coordination of resources.

B. The concept of “Incident Command’ is practiced routinely by both law enforcement police officers and supervisors as they respond daily to citizen calls for service:

1. Small incidents are resolved by the on-scene officer and/or supervisor as they respond to citizen calls for service.
2. Larger or more serious incidents result in many police officers and/or units functioning under the command of a designated “Incident Commander”, who may elect to handle all elements of the ICS, or appoint one or more persons to assist him/her.

C. ICS may be used for planned events or for a large range of critical incidents such as natural and man-made disasters, civil disturbances, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism, and other unusual incidents. Although the very nature of such unusual incidents preclude addressing every aspect of a given occurrence, additional information specific to these respective incidents are addressed within sections of this plan.

D. ICS operations are predicated upon the principles of:

1. Protecting life and providing for the safety of emergency responders and the public.
2. Stabilizing the incident by developing a strategy that will minimize the effect it has on the surrounding area.
3. Conservation of property by minimizing the effect(s) on the environment while accomplishing the action plan developed to bring closure to the incident.

E. ICS provides:

1. Unified Command – A common organizational structure across all agencies that can expand and contract as dictated by the situation, including:
 - a. A modular organization
 - b. A unified command structure
 - c. Common terminology; e.g. during radio communications and for functional identities.
2. Standardized emergency management principles that work across all types of emergency incidents including:

- a. Integrated Communications
- b. A manageable span of control and unity of command
- c. Creation and distribution of Incident Action Plans in a common format
- d. Comprehensive resource management

16.1.2 INCIDENT COMMAND STRUCTURE

- A. The ICS structure is extremely flexible and has the ability to expand or contract to meet demands faced in resolving an Incident regardless of size and complexity.
- B. The Incident Commander is responsible for overall incident management and oversees the functional areas of ICS, which include:
 - 1. Command
 - 2. Operations
 - 3. Planning
 - 4. Logistics
 - 5. Finance and Administration

16.1.3 INCIDENT COMMANDER

All events have an Incident Commander who is responsible until authority is transferred to another. The Incident Commander is responsible for activating the ICS, designating staff as necessary, and the subsequent management of all incident operations at the incident scene, including but not limited to:

- A. Ensuring incident safety
- B. Establishing an ICP
- C. Obtaining a briefing from the prior IC and / or assessing the situation.
- D. Establishing immediate priorities and directing initially arriving resources.
- E. Determining incident objectives and strategies to be followed.
- F. Establishing a staging area, when necessary, and maintaining accountability for the safety of personnel and the public and for task accomplishment.

- G. Establishing the level of organization needed and continuously monitoring the operation and effectiveness of that organization.
- H. Maintaining an effective span of control. In emergency planning, effective span of control is considered to be three to seven persons, with five being the optimal assignment; however, under less than ideal circumstances, the span of control may exceed these guidelines for short durations, as deemed necessary by the IC.
- I. Managing planning meetings, as required.
- J. Approving and implementing the Incident Action Plan (IAP) based on the concept of Management by Objectives.
- K. Coordinating the activities of the ICS Command and General Staff.
- L. Approving requests for additional resources or for the release of resources.
- M. Establishing necessary liaison with other agencies and the Emergency Operations Center (EOC) or Town -EOC, when activated.
- N. Directing the expansion or contraction of the ICS organization based on the three priorities of life safety, incident stability and property conservation and activating other sections, as needed, e.g. Operations, Planning, Logistics or Finance/ Administrative Sections.
- O. Identifying contingencies which may affect ongoing operations and plan accordingly, making necessary notification and requesting resources that could reasonably be expected to offset contingent actions.
- P. Ordering demobilization of the incident when appropriate.
- Q. Ensuring incident after-action reports are complete.
- R. Transferring the command in an orderly manner and briefing the incoming commander on the incident status.

16.1.4 TRANSFER OF COMMAND

There are five important steps in effectively assuming command of an incident in progress:

- A. **STEP 1:** The incoming IC should, if at all possible, personally perform an assessment of the incident situation with the existing IC.
- B. **STEP 2:** The incoming IC must be adequately briefed by the current IC; the briefing will cover the following:

1. Incident History
2. Priorities and Objectives
3. Current plan (written or oral, depending on incident size, requirements)
4. Resource Assignments
5. Incident Organization
6. Resources ordered/needed
7. Facilities Established
8. Status of Communications
9. Any Constraints / limitations
10. Incident Potential
11. Delegation of Authority
12. Use of ICS Form 201 will expedite exchange of the above information and provide written documentation of the incident.

C. **STEP 3:** Determine appropriate time for transfer of command.

D. **STEP 4:** At the appropriate time, notice of change in IC will be made to:

1. Police Chief and Major, via the Communications Center.
2. ICS Command Staff, if designated
3. ICS General Staff, if designated
4. All incident personnel

E. **STEP 5:** The incoming IC may give the outgoing IC another assignment of the incident thus providing the new IC with first-hand knowledge at the incident site. In addition, this strategy allows the initial IC to observe the incident progress and gain experience for future incidents.

16.1.5 COMMAND STAFF

A. Command Staff is assigned to carry out staff functions needed to support the Incident Commander and those not specifically identified in the General Staff functions. These

positions include designation of a Liaison Officer (LO), a Safety Officer (SO) and an Information Officer (IO). Additional assistants and command staff positions may be assigned, as determined by the Incident Commander.

B. The command function addresses the following areas:

1. Activating the incident command system
2. Establishing a command post
3. Initiating the notification and mobilization of additional agency personnel
4. Obtaining support from other agencies
5. Establishing a staging area, if necessary
6. Providing public information and maintaining media relations.
7. Maintaining the safety of all affected personnel.
8. Preparing a documented after action report.

16.1.6 GENERAL STAFF

General Staff is comprised of the respective Section Chiefs who oversee the remaining four functional areas of ICS: Operations, Planning, Logistics, and Finance and Administration. The General Staff forms the incident management team and is responsible for reporting to the Incident Commander the status and needs of the following functions under their respective control:

A. **Operations Section**

Operations Section Chief will address the following:

1. Establish perimeters
2. Ensure the safety of assigned personnel
3. Conduct evacuations
4. Maintain command post and scene security
5. Provide for detainee transportation, processing and confinement.
6. Direct and controlling traffic

7. Conduct post-incident investigation(s)
8. Direct and coordinate all tactical operations as required by the primary mission
9. Request (or release) resources with the acknowledgement of the IC
10. Implement the activities specified in the IAP
11. Keep the IC advised of the status of the situation and resources. Resources are considered either:
 - a. "Assigned"(to carry out some specific task),
 - b. "Available"(in a staging area), or
 - c. "Out of service"(for rest and recuperation)

B. Planning Section

1. The Planning Section Chief is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. The Planning Chief will be responsible for all aspects of the planning meeting.
2. The Planning Chief will address the following:
 - a. Prepare a documented Incident Action Plan, which defines response activities and use of resources for a specified period of time.
 - b. Gather and disseminate information and intelligence.
 - c. Plan post-incident demobilization.

C. Logistics Section

1. The Logistics Section provides manpower, facilities, services, and materials in support of the critical incident.
2. The Logistics Chief will address the following:
 - a. Communications
 - b. Transportation
 - c. Medical support

- d. Food Services and supplies
 - e. Specialized team and equipment needs
3. In a large-scale and/or long term incident, the Logistics Chief will identify a logistics base of operation. The section may be further divided into Support and Service Branches with subordinate Units to provide facilities, ground support (vehicle, equipment repair), and a medical unit for the care of assigned personnel.
 4. Logistics personnel will develop a plan that will provide the necessary resource through the duration of the event/incident.

D. Finance/Administration Section:

1. The finance section oversees:
 - a. Recording personnel time
 - b. Procuring additional resources
 - c. Recording expenses
 - d. Documenting injuries and liability issues
 - e. Any other cost analysis/recuperation activities and compensation/claims.
2. The finance section is responsible for tracking incident costs and reimbursement accounting.
3. In large-scale and/or long-term incidents, the Section may be further divided into individual Time, Procurement, Compensation/Claims, and Cost Units.
4. Some functions are especially important in order to provide documentation if the incident results in a disaster declaration and for the establishment and monitoring of cost-sharing agreements.

16.1.7 ACTIVATION OF THE INCIDENT COMMAND SYSTEM

With a decision to implement the Incident Command System, the Incident Commander will identify a Safety Officer (SO), an Information Officer (IO), and a Liaison Officer (LO)

- A. The SO is responsible for:
1. The immediate safety of assigned personnel.
 2. Correct unsafe acts through the chain of command; however, the SO may exercise

emergency authority to stop unsafe acts when such action is immediately required to protect life.

B. The IO is responsible for:

1. Implementing and following the procedures outlined in General Order 22.1, Police-Media Relations.
2. The agency's Public Information Officer will function in this role.

C. The LO is the primary contact for coordinating with agencies assisting in an incident. The LO will coordinate with the Town's Legal Advisor (if not already functioning in that capacity) and advise the Police Chief on all legal matters.

1. Ensure notifications to the chain of command are instituted in accordance with existing procedures.
2. Retain the elements of the Incident Command process or appoint one or more Section Chiefs to carry out the General Staff functions, if necessary, for the coordination of incoming resources.
3. Oversee the development and implementation of an Incident Action Plan (IAP) to resolve the event / incident.
 - a. Refer to existing written directives, the Town's Comprehensive Emergency Management Plan, Incident Command Boards and the Florida Incident Field Operations Guide.
 - b. Consider the immediate implementation of emergency staffing configurations to better provide personnel and other resources.

D. For short-term events, the IAP need not be written. A written plan is required when:

1. Resources from multiple agencies from within or outside the Town are used.
2. Several jurisdictions are involved
3. The incident is complex; i.e. changes in shifts of personnel or equipment are expected or required.

E. If not already operating in that mode, ensure that all radio communications take place in "clear text".

1. Direct Communications to establish a radio channel to initially handle the event.
2. Ensure that Communications advises any responding agencies of the channel being

used.

3. Remain mindful that electronic data communications are not available to all agencies responding to a request for mutual aid assistance.
- F. Follow direction from the Policy Group or Area Command upon activation. The IC is responsible at the scene, while the Area Command is responsible for town wide or multiple jurisdictional activities. There can be more than one scene, and thus, more than one Incident Command Team reporting to the Area Command.
- G. Consider activation of the Crisis Intervention Teams, as needed.
- H. At the appropriate time, plan for an orderly demobilization of all resources and the gathering of necessary documents and materials to provide the ability to closely review and evaluate operations.
- I. Command protocol will exist at all stages of the ICS command structure and during the administration of the incident.
- J. Commanders will be assigned as needed to ensure adequate supervision and authority, considering the need for rest and recuperation.
- K. Principles of span of control, unity of command and unified command will be followed during ICS operations.
- L. Incident Commanders will cooperate fully when functioning in a unified command mode.
- M. Various standard ICS forms are available for use by the IC and functional Section Chiefs in order to manage the incident in an organized manner.

16.1.8 UNIFIED COMMAND UNDER ICS

- A. The Incident Command System is designed to expand to include other Town services, other jurisdictions, both inside and outside of the Town, and state and federal agencies, should the situation(s) dictate.
- B. One or more functions of the ICS structure may be placed into operation as needed.
- C. The Incident Command Structure within this directive describes the Law Enforcement Branch of operations as represented by the Jupiter Police Department. Similar branches and sections exist for other services such as Fire Rescue, medical, health and other support services.
- D. In large-scale events an Area Command may be established to coordinate the response to multiple events/incidents.

16.1.9 LEGAL CONSIDERATIONS

A. Legal Authority in Emergencies

The Town of Jupiter has the legal authority to plan for and address emergency situations as part of its governmental, corporate and proprietary powers that enable it to conduct municipal government, perform municipal functions and render municipal services, and may exercise any power for municipal purposes except as otherwise provided by law, in accordance with the State of Florida Constitution, Article VIII, Section 2(b) and FSS 166.021.

- B. The Jupiter Police Department has the legal authority to provide, and request, mutual aid, either pursuant to a written agreement or in a state of emergency, under FSS 23.1225. Pursuant to FSS 23.127, any employee of any Florida law enforcement agency who renders aid outside the employee's jurisdiction but inside the state pursuant to a written agreement or FSS 23.1225(5) has the same powers, duties, rights, privileges, and immunities as if the employee was performing duties inside the employee's jurisdiction.
- C. The Police Chief or designee will suppress tumults, riots, and unlawful assemblies and have the authority to raise the power of the Town and command any person to assist them, when necessary. The Jupiter Police Department will act within the scope and authority provided in Chapter 870, Florida State Statutes.
- D. The Police Chief will authorize the declaration of a state of emergency.
1. FSS 870 - Florida Law Provides for Affrays, riots, routs and unlawful assemblies in Chapter 870, Florida Statutes.
 2. FSS 870.043 - Whenever the Police Chief or designated town official determines that there has been an act of violence or a flagrant and substantial defiance of, or resistance to, a lawful exercise of public authority and that, on account thereof, there is reason to believe that there exists a clear and present danger of a riot or other general public disorder, widespread disobedience of the law, and substantial injury to persons or property, all of which constitute an imminent threat to the public peace or order and to the general welfare of the jurisdiction affected or a part or parts thereof, he may declare that a state of emergency exists within that jurisdiction or any part or parts thereof.
 3. FSS 870.044 - The following acts are prohibited during the period of a state of emergency:
 - a. The sale, or offer to sell, with or without consideration, any ammunition or gun or other firearm of any size or description.
 - b. The intentional display, after the emergency is declared, by or in any store or shop of any ammunition or gun or other firearm of any size or description.

- c. The intentional possession in a public place of a firearm by any person, except a duly authorized law enforcement officer or person in military service acting in the official performance of his or her duty.
 - d. Nothing contained in this chapter will be construed to authorize the seizure, taking, or confiscation of firearms that are lawfully possessed, unless a person is engaged in a criminal act.
- 4. FSS 870.045 - During a state of emergency the Police Chief may order and promulgate all or any of the following in whole or in part:
 - a. The establishment of curfews, including, but not limited to, the prohibition of or restrictions on pedestrian and vehicular movement, standing, and parking, except for the provision of designated essential services such as fire, police, hospital services, including the transportation of patients thereto, utility repair and emergency calls by physicians.
 - b. The prohibition of the sale or distribution of any alcoholic beverage, with or without the payment or a consideration thereof.
 - c. The prohibition of the possession on any person in a public place of any portable container containing any alcoholic beverage.
 - d. The closing of places of public assemblage with designated exceptions.
 - e. The prohibition of the sale or transfer of possession, with or without consideration, of gasoline or any other flammable or combustible liquid altogether or except by delivery into a tank properly affixed to an operable motor-driven vehicle, bike, scooter, boat, airplane and necessary for the propulsion thereof.
 - f. The prohibition of the possession in a public place of any portable container containing gasoline or any other flammable or combustible liquid.
- 5. Martial Law - All requests for military support will be made through the Police Chief, in compliance with the Town Manager. Whenever martial law is declared, total operational control of the city will come under the control of the military commander. All department personnel will work closely with military authorities to ensure the mission is accomplished.
- 6. Florida State Statute Chapter 250 identifies the power of the Governor to preserve the public peace, execute the laws of the State, suppress insurrection, repel invasion, and respond to an emergency or imminent danger thereof.

E. Mutual Aid

1. When assistance is required from a local or county law enforcement agency, the Chief of Police or designee will follow the procedures outlined in the Mutual Aid Agreements (General Orders 1.8 and 1.9). The Incident Commander will be the liaison with the other agencies.
2. When assistance is required from the National Guard or federal law enforcement agencies, the following procedures will be followed:
 - a. In the event that an emergency occurs which requires the assistance of the National Guard, the Chief of Police or his designee will contact the Director of the State of Florida Mutual Aid Plan, in accordance with F.S. Section 23.1231(f), to coordinate National Guard assistance.
 - b. In the event that an emergency occurs which requires the assistance of federal law enforcement authorities, the Chief of Police or his designee will contact the Director of the Florida Mutual Aid Plan, in accordance with F.S. Section 23.1231(g), to coordinate federal law enforcement assistance.
 - c. The Director of the Florida Mutual Aid Plan can be contacted through the local office of the Florida Department of Law Enforcement, or in time of state wide emergency, at the State Emergency Operations Center.

16.1.10 TRAINING AND EVALUATION

- A. Activation of the Incident Command System requires the preparation of a written After Action Report. All ICS forms used will be attached to the After Action Report.
 1. The team leader of any key teams that are utilized (SWAT, HNT, etc.) will complete ICS form 214.
 2. The After Action Report will be submitted by the Incident Commander to the Chief of Police within fifteen (15) days of the conclusion of the event.
- B. The department will provide periodic training on the concepts of the Incident Command System. This may be a combination of in-service classroom training, supervisory training, exercises and drills, correspondence courses offered by FEMA, and attendance at outside training courses.
- C. At least annually, the department will conduct documented training on the agency's All Hazards Plan.
- D. An emergency response training exercise that includes the utilization of an ICS.
 1. This may be a separate exercise or be part of a hurricane drill, SWAT & Hostage Negotiation exercise, or other exercise.

2. Whenever feasible, the Fire-Rescue department or other agencies should be asked to participate in the exercise.
 3. The ICS Coordinator will ensure a documented after-action report is completed for the exercise.
- E. The All Hazards plan will be updated as needed following the annual review through the policy management system. Electronic access to the plan will be available to all personnel through any computer or device with internet access.

16.1.11 EMERGENCY PLANNING

A. Command and Control

The Chief of Police will maintain command over all law enforcement resources committed to unusual occurrence operations within the Department's jurisdiction.

The Chief of Police or designee will maintain contact with emergency management authorities for the county and state in order to assure coordination of effort among these agencies.

The Chief of Police or designee is tasked with planning and coordinating responses to critical incidents.

B. Emergency Plans

The Jupiter Police Department's All Hazards Plan will be the guiding document for planning for and handling emergency situations, including unusual occurrences.

Additional specialized emergency plans or policies and procedures will be maintained as needed to supplement this plan and to address issues not included in it. Such plans include the following:

Mass Arrest Procedures
Hostage/Barricaded Person Incidents
Bomb Threats and Bomb Emergencies
VIP Protection
Special Events (parades, rallies, etc)
Hurricane Preparedness Procedures

C. Resource Availability & Readiness

The Planning Section Chief will annually prepare a list of emergency equipment and resources used in emergency operations. This list will show the numbers and locations of equipment and resources and will be submitted annually to the Florida Department of Law Enforcement for inclusion in the State's Manpower, Assets and Resource System (MARS).

The commander or his designee is responsible for the annual review of this plan.

The Commander of the Division to which emergency equipment is assigned will ensure that equipment for use in emergency operations is inspected quarterly and kept in good working order to ensure operational readiness.

D. Situation Maps

Situation maps for unusual occurrences may be utilized at the Command Post when needed and will be available from a variety of sources. These include, but are not limited to:

1. Disaster grid map books are provided to all supervisors and are kept with the ICS Command Boards.
2. Electronic maps available from the Jupiter PD CAD system via Mobile Data Terminals, the Communications Center, and any computer with CAD access.
3. Aerial photographs from the town's GIS database located on the JNET (town's intranet).
4. Hard copy maps and aerial photographs of specified areas provided by the Town's Engineering Department upon request.

16.1.12 NATURAL AND MANMADE DISASTERS

A. Emergency Call-Out - When the All-Hazard Plan is implemented, the IC will ensure notification of the following key personnel:

1. Police Chief/Deputy Chief of Police
2. Majors
3. District Commanders
4. Incident Commander
5. First Supervisor on scene
6. Legal Advisor
7. Public Information Officer

B. Traffic Control - The Incident Commander, or District Commander if applicable, will designate agency personnel responsible for:

1. Directing and controlling traffic
2. Maintaining traffic equipment and manpower
3. Coordinating and maintaining outer perimeters

4. Coordinating traffic routes for evacuations
5. Functioning as liaison with the traffic units of other affected agencies

C. Evacuations

1. The Logistics Section Chief will coordinate the evacuation of residents during natural and manmade disasters and advise the IC of the approximate number of individuals needing to be evacuated, to include those residents without transportation.
2. The IC will coordinate with the Town's Emergency Management coordinator to ensure transportation arrangements are made, as necessary.
3. If the Town's Comprehensive Emergency Management Plan is activated, the Jupiter Police will provide evacuation broadcasts via mobile PA systems, provide traffic control, and secure the area against vandalism/ theft/looting. Evacuation procedures/routes are described in General Order 16.2, Hurricane Plan.

D. Public Facility Security

When the situation requires, the Incident Commander will assign personnel to ensure the security of public facilities and infrastructure. These locations may include, but are not limited to:

1. Government buildings, including all town facilities
2. Evacuation shelters
3. Jupiter Medical Center
4. Utility offices and facilities (Town Water Department, FPL, BellSouth)

E. Custodial Transportation

Persons arrested will be transported to the designated processing center by the arresting officer, or the available Palm Beach County transportation units.

F. Agency Personnel

All agency personnel will respond to the designated staging area with assigned vehicles and check-in. The IC will make a determination of the transportation methods to be employed.

G. Equipment

1. Equipment will be transported by the Division charged with its care and

maintenance.

2. The Incident Commander will coordinate escort services for large pieces of machinery or equipment required at the scene of an emergency.
3. All emergency communication equipment is maintained and coordinated through the Communications Center.
4. All resources utilized during any natural or manmade disaster will be checked-in at locations designated by the IC; locations may include the incident command post, staging areas, or directly on the site.
5. The Town's Comprehensive Emergency Management Plan contains an emergency equipment list, which has provisions for barricade rental, generators, sand bag supplies and manpower.

H. Search and Rescue/Recovery Equipment

During search and rescue/recovery operations, the Incident Commander will coordinate the Department's role in the operation.

The Logistics Section Commander will coordinate special team and equipment needs during any large-scale search and rescue/recovery operations. Search and rescue/recovery operations may include other agencies including but not limited to:

1. Other Law Enforcement Agencies
2. Fire Departments
3. Public Works

I. Community Relations/Public Information

1. The designated incident Public Information Officer (PIO) will be responsible for the control and flow of information to the media and the public. A staging area for the news media will be established in a safe location.
2. The PIO or a designee will release only information which is approved by the Incident Command Staff present to control misinformation and rumors and to educate the public. Information to be released may include:
 - a. Areas to avoid;
 - b. Evacuation instructions;
 - c. Location of shelter;

- d. Casualty information in accordance with Section J. below, and
- e. Any news which would assist the public in making decisions regarding the incident.
- f. Personnel involved in an incident will be alert to the existence of rumors concerning the incident. Information will be released as needed to counter false rumors and misinformation.

J. Casualty Information

1. Any victims/survivors of an incident will be provided with appropriate medical attention as soon as the situation allows.
2. In a mass casualty incident, a designated waiting area for the families of victims will be established.
3. A liaison will be established with the Medical Examiner's office if necessary, including the establishment of a temporary morgue if needed.
4. Casualty figures should only be released if there is a tactical necessity at the time of release or the situation is fully controlled and accurate numbers are known.
5. Only the Incident Commander may authorize the release of casualty figures during an incident, and only the designated PIO will provide that information to the media/public.
6. Names and specific information will be released in accordance with General Order 22.1 Police-Media Relations.

16.1.13 SPECIALIZED VEHICLES

- A. **Motorcycles** - Motorcycle units may be used in a variety of situations, including but not limited to, rapid deployment in vehicular or pedestrian congestion, escort services, and message delivery.
- B. **Boats** - May be utilized as directed.
- C. **Aviation** - The Palm Beach County Sheriff's Office Aviation Unit utilizes helicopters to provide aerial observation and support in areas such as damage assessment, medi-vac transport, search and rescue. The West Palm Beach Police Department, Florida Fish and Wildlife Conservation Commission or Palm Beach County Sheriff's Office Aviation Unit(s) may be called upon for assistance by the Incident Commander or designee.
- D. **All Terrain Vehicles (ATV)** - The Department has ATVs that may be employed to

transport equipment and personnel in rough terrain or high water situations.

- E. **SWAT Team Vehicle** - The SWAT Team vehicle has communications equipment and may be employed in emergency situations as a mobile field command post, or to transport personnel and equipment.
- F. **HNT Vehicle** - The HNT vehicle has communications equipment and may be employed in emergency situations as a mobile field command post, or to transport personnel and equipment.
- G. **Canine (K-9) Vehicles** - The Department maintains separate transportation units for K-9 dogs.
- H. **Mobile Command Vehicle** - This vehicle may be used as a command center in the event of a critical incident, natural disaster, special event, or other unusual event with the approval of the Chief of Police or his designee.
- I. **Rescue Vehicle** - The Rescue Vehicle is an armored vehicle to be utilized in the event of a civil disturbance, natural disaster, or active shooter incident. The Rescue Vehicle may be employed as a mobile field command post, or to transport personnel and equipment.

16.1.14 CIVIL DISTURBANCES AND MASS ARRESTS

The Jupiter Police Department conducts civil disturbance operations by rapid assembly, movement to and deployment of law enforcement personnel in the objective area to assist in the restoration of law and order.

A. Areas of operation include:

1. The Town of Jupiter.
2. Neighboring jurisdictions under mutual aid agreements.

B. Restoration of Law and Order

The primary rule in the restoration of law and order is the application of minimum force. This paramount principle should control the selection of operational tasks and techniques and the choice of operations for Police Department personnel.

1. A response to resistance will be in accordance with General Order 1.5, Response to Resistance.
2. Only properly trained and authorized personnel will utilize riot control agents and only under the direction of the IC.

C. Crowd Control - Assessment and Dispersal Procedures

In the event of a crowd control incident, it is important to assess the nature of the crowd and recognize the importance of using effective communication to engage the individuals within the crowd. The main objectives when responding to an incident include, but are not limited to:

1. Determine the threat of the crowd, demonstration, or riot by observing and analyzing indicators of potential violence.
2. Identify why the group has assembled to better understand the group's goals and possible solutions for a peaceful dispersal.
3. Monitor the situation from the best vantage point for collecting information such as a patrol car, rooftop, or video monitoring system.
4. Provide detailed information about the incident and related individuals involved to the Communications Center to ensure public and officer safety. Information will include, but is not limited to crowd size and movement, observation of any weapons, and any property damage.
5. Determine officer actions based on observations and analysis of the crowd and related event.
6. Report any level of escalation or de-escalation.
7. Determine if the situation requires special assistance such as deployment of specialized units or assistance from outside law enforcement agencies.
8. Law enforcement protection must extend to all people.
9. Whenever possible, local community leaders should be utilized to calm the crowd.
10. After an order is given it must be executed to the letter of the law. Primary concern must be preservation of the public peace and protecting the life and property of citizens to ensure the basic rights of all people.
11. If a hostile crowd is gathering, never hesitate to request assistance. In these circumstances, it is safer to overstate the number of personnel needed to restore order than to act alone.
12. A show of force has a restraining effect on the crowd and will also provide the necessary manpower. Underestimating needs may result in losing control of the situation, escalating force, and requiring more assistance than would have originally been necessary to handle the incident.
13. Establish order. Approach the more vocal individuals in a crowd. When addressing these individuals, be firm and carefully phrase commands. Do not make threats, use

profanity, or become involved in an argument.

14. Use simple language and inform these persons of the violations of the law the group is committing. Command that the violations stop and the group disperse. Allow the crowd the opportunity to withdraw by leaving an avenue of escape open.
15. If the crowd refuses the lawful order to disperse, arrests should be made. Remember: when dealing with an excited or hostile crowd, it is a volatile and potentially dangerous situation and may require only a slight incident to turn the crowd into an unruly mob. Establishing and maintaining order are the best deterrents to mob action.

D. Rules of Personal Behavior

1. Every effort should be made to avoid provoking the crowd.
2. Police officers will stand ground without yielding, maintaining order and protecting life and property.
3. Avoid all unnecessary conversation; act with firmness and neutrality.
4. Maintain professional presence and stance.
5. Do not apologize for Police Department action; grant no special privileges.
 - a. Do not overlook violations or defiance of lawful orders.
 - b. Do not bluff. If a lawful order is given and not obeyed, make immediate arrests.
6. Use reasonable force to enforce the law.
 - a. Sufficient manpower does not mean undue force
 - b. Do not use excessive force, as this often incites a crowd that would normally otherwise be passive or curious.
7. Remain on the fringe of the crowd.
8. Keep violators who have sought refuge in the crowd under observation and wait until sufficient manpower is available.
9. Assist fellow law enforcement police officers:
 - a. Immediately assist any officer who is physically attacked. Make an immediate arrest if at all possible

- b. To permit such a person to escape will encourage others to assault or attempt to overpower other officers.

E. Court and Prosecutorial Liaison

1. When it appears that mass arrests are imminent, the State Attorney's Office will be contacted, and a request made for a representative of that office to respond to the scene to assist with the legal processing of the arrestees. If the incident occurs after normal working hours, the on-call Assistant State Attorney will be contacted and advised of the situation.
2. If mass arrests occur, the Department will designate a liaison as a single point of contact for the State Attorney's Office to assist with and coordinate post-arrest activities as may be requested by the State Attorney's Office.
3. For other than mass arrests, the arresting officer will provide liaison with the State Attorney's Office as with any other normal arrest.

F. Mass Arrest Procedures

1. The theory of establishing a perimeter around the affected area and withdrawing law enforcement officers from the interior is contrary to the responsibility of maintaining the peace. When arrests become necessary, they will be done quickly and directed at the leaders of a group. Mass arrests are further outlined in General Order 16.8, Mass Arrests.
2. Upon becoming aware of an imminent mass arrest situation, the IC will ensure sufficient field staffing is gathered before the enforcement action is taken at the scene.
3. Forces will be committed only when they are sufficiently strong to overwhelm the rioters swiftly and decisively.
4. Riot personnel will remain together; individual Police officers will not pursue a subject into a crowd or group.
5. The IC will designate Arrest Teams. Arrestees will be removed immediately from the scene by arrest teams and taken to the field-processing center.

G. Chemical Agents

Factors to be considered before utilizing chemical agents include:

1. Wind conditions
2. Direction the crowd should be moved

3. Type of area the group members might disperse into
4. If said dispersal will expose innocent residents and businesses to vandalism, destruction, and/or danger.
5. What effects the chemicals will have on innocent persons, merchandise, supplies, materials, and property of innocent persons in the affected area.

H. Sniper Fire

When possible, protection against sniper fire should be provided by assigning one or more police officers to observation posts in a high position above the affected area.

Observers can also provide valuable information to the IC or Operations Chief.

I. Riot Equipment

Shields are maintained by the Administrative Services Division and are issued to those police officers who have received training in their use.

CS guns and projectiles are maintained by the SWAT Team.

J. Evidence

1. Evidence will be placed in an evidence bag, sealed and a chain-of-custody initiated and maintained at the processing site or prisoner transport unit.
2. An evidence technician will be present at the central processing area. The technician will receive, log-in and maintain all evidence collected by police officers during the incident.
3. Prisoner's personal property will be placed in a property bag. The prisoner's name, case number and the officer's name will be written on the bag and transferred with the prisoner via the transport unit, if applicable.

K. Juvenile Offenders

It is the policy of the Jupiter Police Department to use the least coercive reasonable alternatives when dealing with juveniles, but consistent with the preservation of public safety, order and individual liberty.

All juveniles who are arrested and detained will be treated in accordance with Chapter 985, Florida Statutes and General Order 18.1, Juvenile Operations.

L. Handling of the Injured

1. Palm Beach County Fire Rescue personnel will examine any person injured during the course of being arrested on a timely basis dictated by the seriousness of the injury.
2. Evaluation of injured arrestees will be conducted at the prisoner processing area.
3. Evaluation and treatment of injured law enforcement personnel and innocent civilians will be conducted separate from the prisoner processing area, as established by the IC.
4. Injured persons requiring care beyond the scope of those medical personnel on scene will be transported to the nearest hospital, or hospital so designated by the ICT. Palm Beach County Trauma Hawk will be requested on scene for air medi-vac of individuals requiring immediate life saving measures.
5. Palm Beach County Correctional personnel will be requested to provide security for injured arrestees who are admitted to the hospital or while in the emergency room.

M. Demobilization

1. Police officers will be assigned specific areas of responsibility with instructions to check persons who have no legitimate reason for being in the area.
2. If a state of emergency has been declared, these persons will be directed to leave the area and a police officer will record the contact utilizing Field Interview Reports and photographs.
3. Police officers will strictly enforce laws protecting the lives and property of those within the affected area.
4. The IC will take immediate steps to prevent reoccurrence, or re-escalation.

16.1.15 ALTERNATE POWER SOURCE EQUIPMENT

- A. **Back up Power Generator** - The Police Department's back up generator is maintained by the Town's Engineering and Public Works Department personnel, and is inspected bi-weekly.
- B. **Uninterrupted Power Supply (UPS)** - Critical equipment in the Communications Section is supported by an uninterrupted power supply. The UPS provides short term continuous power supply in case of a power failure.
- C. The UPS and generator are inspected bi-weekly by the Town's Public Works Department. A work order is produced and maintained by the Public Works Department, and contains the results of the test(s). The generator is also inspected and tested quarterly by a private company with a service contract for the maintenance.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT

GENERAL ORDER 16.10 - Rapid Deployment - Rapid Deployment/Active Shooter

Subject: Rapid Deployment/Active Shooter		Issued: 11/14
By Order Of: Daniel J. Kerr, Chief of Police		Revised: 09/18
Signature: <i>Signature on File</i>		Revision #: 2

PURPOSE

The purpose of this General Order is to provide guidelines and procedures for the response and rapid deployment of officers to incidents where there is an imminent threat of loss of life or serious bodily injury.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will respond to and rapidly deploy available personnel during incidents presenting an imminent threat of loss of life or serious bodily injury. The primary concern in such situations will be the safety of innocent civilians. Officers responding to Active Shooter incidents will employ sound officer safety tactics while minimizing time consuming tasks that will delay a quick response to an immediate threat.

DEFINITIONS

Active Shooter - One or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to harm others. Subjects may also utilize other weapons/devices such as knives, explosives etc. Their main objective appears to be mass murder rather than other criminal activity.

Contact Team - One or more officers who immediately pursue the active shooter(s). The goal of this team is to make contact as quickly as possible and to stop the active shooter(s) by arrest,

containment, or the use of deadly response.

Clearing Team - Two to three officer teams that are responsible for clearing the incident location during an active shooter event. The goal of these teams is to ensure the location is clear of secondary threats which would prevent PEM/Rescue Team deployments.

Rescue Team - Two to four officers deployed following the clearing teams. The goal of this team is to locate, provide first aid, and extract victims. These teams are used in the event PEM teams are delayed or at the discretion of the Incident Commander.

PEM Team - Protective Element Medical Team. These teams consist of four officers and three Palm Beach County Fire Rescue (PBCFR) medics. The goal of this team is to provide immediate medical treatment to victims inside the incident location by PBCFR medics.

Post-Evacuation Staging Area - An access controlled location designated by the Incident Commander for the safe identification and accountability of evacuated persons.

Self Deployment - Officer(s) deploying into the incident location without supervisory instruction. The goal of self-deployment is to avoid any delay in regards to contact teams.

16.10.1 INITIAL RESPONSE (CONTACT TEAM)

- A. The first responding officer or supervisor will respond directly to the nearest accessible entry point. The location will be broadcast over the primary radio frequency.
- B. A supervisor will be notified immediately of any incident involving an active shooter. The supervisor or designee will respond directly to the location and set up an initial command post in a safe location.
- C. All other responding officers will also respond to the nearest accessible entry point.
- D. A initial contact team of one or more officers (when possible) will be formed and immediately deployed to the problem location, taking into account all information provided during response.
- E. Additional contact teams may be created as additional officers arrive depending on the size and layout of the incident location.
- F. One member of each contact team will be designated as the team leader and will be responsible for the movement of the team and communication between other teams and incident command.
- G. With the purpose of rapid contact and situation resolution in mind, contact team members will bypass victims, harmless distractions, and explosives devices/traps that the team leader feels are safe to pass.
- H. In the event a plain clothed officer is the first responding officer on scene of an incident, the

officer shall make every reasonable attempt to utilize their ballistic vest and/or other item which visibly identifies them as a police officer.

16.10.2 DEPLOYMENT OF CLEARING AND PEM TEAMS

- A. Once a sufficient number of contact teams have been deployed, the Incident Commander will deploy a clearing team consisting of two to three officers. This team will be responsible for ensuring the location is clear of secondary threats which would prevent PEM/Rescue Team deployments.
- B. Once the Incident Commander has deemed the location to be clear of a threat(s), the PEM Team will be developed in coordination with Palm Beach County Fire Rescue to respond to victims inside of the location.
- C. If contact with the threat or shooter is still a possibility, the rescue team will deploy and move in tactical formations to ensure officer/civilian safety, provide first aid, and removal of victims. The rescue team will be used in the event the PEM teams are delayed or at the discretion of the Incident Commander.
- D. The Incident Commander will announce a specific exit point to be used for the removal of all victims. The rescue and PEM Team will assist all injured victims and will direct all uninjured victims to this designated exit.
- E. Once removed from the active threat location, all victims will be staged at a safe location designated by the Incident Commander.
- F. Circumstances may exist which require victims to be sheltered in place rather than evacuated from the premise. The decision not to evacuate and rescue will be made by the Incident Commander based upon the specific circumstances of the incident.

16.10.3 INCIDENT CONTAINMENT

- A. The Incident Commander will establish an inner and outer perimeter as personnel become available.
 - 1. Inner Perimeter
 - a. The inner perimeter should be established close enough to contain the incident location but not so close as to endanger officers.
 - 2. Officers assigned to an inner perimeter position should:
 - a. Never leave their post unattended or relocate without permission from the Incident Commander.
 - b. Keep in mind it is possible they may encounter civilians attempting to flee the

area. Once positively identified as a victim, Officers should arrange for them to be evacuated to the Post-Evacuation staging area.

- c. Relay any information gathered while on post to the Incident Commander.

B. Outer perimeter

1. The outer perimeter should be established far enough away from the incident that perimeter officers and civilians outside the perimeter are in no immediate danger.
2. The purpose of the outer perimeter is to keep unauthorized persons out of the incident location. This may require redirection of traffic or evacuations of surrounding areas depending on the incident.
3. Officers on outer perimeter positions encountering family members or media personnel attempting to gain access to the scene will direct them to the appropriate staging area.

16.10.4 POST-EVACUATION STAGING AREA

- A. The Incident Commander will designate a post-evacuation staging area outside the incident perimeter where evacuated victims will stage. Access to this staging area will be controlled and will be manned by additional responding personnel once sufficient officers have been deployed to handle the active threat.
- B. The following information is to be recorded for each person entering the evacuation/assembly area
 1. Name
 2. Address
 3. Telephone Number
 4. Status
 - a. Student
 - b. Faculty
 - c. Staff
 - d. Employee
 - e. Other

f. Parent/Guardian

- C. Once logged into the post-evacuation staging area, civilians will not be permitted to leave unless authorized by the Incident Commander.

16.10.5 INCIDENT COMMANDER RESPONSIBILITIES

- A. The shift supervisor will assume the role of incident commander and will remain in control of any active incident until properly relieved.
- B. The Incident Commander will be responsible for the following:
1. Establishing a command post in a safe location away from the incident.
 2. Coordinate and establish locations of self deployed contact teams.
 3. Notifying the On-Call Administrator of the incident, providing any details available at the time of notification.
 4. Establishment of media and post-evacuation staging areas
 5. Ensuring detailed records of the incidents progress are kept, to be used for post-incident debriefing and after action reporting.
 6. Determining the need for additional resources including but not limited to:
 - a. Other law enforcement agency assistance
 - b. Palm Beach County Fire Rescue
 - c. Explosives teams
 - d. American Red Cross
 - e. Special Weapons and Tactics teams
 - f. Mobile Crisis Response Team

16.10.6 MEDIA/PUBLIC INFORMATION OFFICER

- A. The Incident Commander will notify the Public Information Officer of any incident involving an active threat incident.
- B. The Public Information Officer will be responsible for:
1. Ensuring the media is staged in a safe location which does not compromise the safety

of the media representatives or compromise the response of agency personnel.

2. Coordinating the release of information to the public as directed by the Chief of Police.

C. Under no circumstances should members of the media be permitted to enter the outer perimeter or post-evacuation area without authorization from the Incident Commander. If authorization is given, media members will be escorted by the Public Information Officer.

16.10.7 POLICY REVIEW/TRAINING

A. Agency members will receive periodic practical and policy based training regarding the response to an active threat incident.

B. This policy and the need for additional training will be reviewed at least annually, or following each incident to ensure the policy utilizes best practices for response to active threat incidents.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.10 - Tactical Observer Teams

Subject: Tactical Observer Teams

Issued: 12/07

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 01/09

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish guidelines for the duties and responsibilities of the Tactical Observer Teams.

SCOPE

This General Order applies to all Jupiter Police Department personnel assigned to the Tactical Observer Squad and SWAT Team.

Use of deadly force by Tactical Observer Team members will be governed by Florida Statute 776.012 and Departmental General Order 1.5, Use of Force, and can be used in defense of: one's self, other team members, hostages or the public at large.

The "Alpha Order" may be given by the Chief of Police or his specified designee as a method to resolve a situation by use of lethal force. Once specific criteria are met, any team member with the opportunity and capability to resolve the situation with lethal force may, in fact, utilize that option.

DISCUSSION

The primary function is to resolve a situation with a well placed shot. The secondary function is ongoing real-time information gathering and reporting. In order for Tactical Observer Teams to accomplish their primary function, they must not be assigned to activities that take them out of position or off their guns. Tactical Observer Teams can accomplish their secondary function while in position and on their guns.

DEFINITIONS

Alpha Order – the authorization allowing the Tactical Observer to use lethal force to resolve a situation.

Tactical Observer Squad – Comprised of multiple Tactical Observer Teams

Tactical Observer Team – comprised of a Tactical Observer and an observer whose positions are interchangeable.

Tactical Observer Squad Leader – The senior member of the Tactical Observer Squad who oversees the Tactical Observer Teams' training, data books, qualification records and evaluations.

16.10.1 CRITERIA AND SELECTION PROCESS

A. Criteria

1. The Tactical Observer position represents a critical and sensitive assignment in the Jupiter Police Department's SWAT Team. The Tactical Observer must have working knowledge of all aspects of the SWAT mission, in addition to being skilled in field craft, observation and intelligence gathering and capable of delivering precision fire on selected targets from extended range.
2. Tactical Observers will be selected in accordance with the process outlined in this policy and in General Order 15.30, Specialized Assignments.

B. Selection Process

1. When a Tactical Observer Team position is open, a memorandum will be posted by the SWAT Commander indicating that letters of interest are being accepted and it will list all applicable qualifications and dates.
2. Each interested candidate will submit a memorandum of interest to the SWAT Commander expressing his/her desire to become a member of the Tactical Observer Team. This memorandum will outline the candidate's interest for the position and their qualifications.
3. The SWAT Team Commander, Tactical Observer Team Leader, and two members of the SWAT Team will have an oral interview with all qualified candidates.
4. After establishing a candidate's eligibility, the SWAT Team Commander and Tactical Observer Team Leader will make a recommendation to the Chief of Police.
5. The Chief of Police will make the final decision as to appointment to the Tactical Observer Team.
6. New members will complete a one year probationary period.

16.10.2 QUALIFICATION AND TRAINING

A. The Tactical Observer Team Leader will oversee the Tactical Observer Team's training, data books, qualification records and Tactical Observer evaluations.

B. Qualifications

1. Prior to being utilized in the capacity of a Tactical Observer, an officer must successfully complete at least one basic approved SWAT Tactical Observer school.
2. Additionally, each Tactical Observer Team member is required to meet the following standards:
 - a. Successfully complete the approved Jupiter Police Department Scoped Rifle Qualification Course semi-annually, and successfully fire the Jupiter Police Department SWAT qualification Course and submit the targets to the Tactical Observer Team Leader or SWAT Commander.
 - b. Attend scheduled Jupiter Police Department SWAT training sessions. These training sessions are scheduled monthly; however, additional training dates may be added to enhance the Tactical Observer's ability.
 - c. Participate in advanced training conducted annually.
3. Monthly qualification targets will be submitted to the Tactical Observer Team Leader or SWAT Commander by the last day of every month.
4. Failure to achieve and submit monthly qualification targets on time will result in the following action:

a. **First Offense**

Suspension from Tactical Observer related duties on actual callouts for a period of 30 days with a memorandum to the Chief of Police notifying him of the suspension

b. **Second Offense**

Suspension from Tactical Observer related duties on actual callouts for a period of 60 days with a memorandum to the Chief of Police notifying him of the suspension

c. **Third Offense**

Removal from the Tactical Observer team assignment

C. Training

1. Tactical Observer Team members will receive advanced training that includes:
 - a. Tactical Observership principles
 - b. Cold bore shots, internal and external ballistics.
 - c. Position shooting, exertion drills, moving and pop-up targets.
 - d. Shooting through glass barriers.
 - e. Low light and night fire exercises using night vision equipment.
 - f. Range estimation and target engagement from 25 – 300 yards.
 - g. Observation and training scenarios.
2. Twice-a-month training will be scheduled and is mandatory for all Tactical Observers.
3. Outside training that conflicts with scheduled training must be cleared with the Tactical Observer Team Leader or his designee.
4. Due to the technical and demanding nature of the Tactical Observer assignment, team members will be sent to advanced training to upgrade their skills whenever possible.

16.10.3 EQUIPMENT AND AMMUNITION

- A. Marksmen/Observers are required to maintain an issued or personally owned Tactical Observer-grade weapon capable of delivering a 1 minute of angle (MOA) three shot group at 100 yards.
- B. Marksmen Team members are issued match grade and tactical barrier penetration rounds. Issued ammunition will be used for annual qualifications and replaced each year.
- C. Only weapons and ammunition approved and authorized by the Firearms Training Coordinator will be used.
- D. Members will maintain all assigned Tactical Observer Team equipment in a state of operational readiness at all times.

16.10.4 TACTICAL OBSERVER ON-SCENE RESPONSIBILITIES

- A. Act as a spotter in the inner perimeter by using the rifle scope;
- B. Report intelligence information to the command post via his team leader;
- C. Deliver accurate fire as directed by the team leader;
- D. Engage selected targets when authorized to do so by the Chief of Police or his specified designee.

E. Be proficient and knowledgeable in all positions on the team.

16.10.5 TACTICAL OBSERVER SQUAD LEADER RESPONSIBILITIES

A. On-Scene responsibilities:

1. Ensures all squad members have arrived at the staging area properly equipped for the mission.
2. Assists in scouting assignments as directed by the SWAT Team Leader.
3. Deploys Tactical Observer Teams in accordance with mission directives.
4. Once deployed into the target area, ensures that squad members are properly deployed (have coverage of main routes of entry and exit) in covered and/or concealed positions.
5. Ensures that all squad members receive pertinent intelligence information on possible targets.
6. Ensures that all squad members document intelligence information that they gather and forward same to the SWAT Team Leader or the Critical Incident Commander.
7. Maintains contact with the SWAT Team Leader regarding length of missions and possible burnout of marksmen/observers.
8. Ensures weapon safety when released from the target area.
9. Ensures all squad members are present for the debriefing.
10. Ensures all pertinent reports are written by squad members.
11. Writes or delegates squad after-action report.

B. Additional Responsibilities:

1. Ensures all necessary equipment is accounted for and in good condition.
2. Submits training needs to SWAT Team Leader for consideration and inclusion in the training plan/schedule.
3. Ensures mission readiness of squad members at all times.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.11 - SWAT Team Vehicle

Subject: SWAT Team Vehicle

Issued: 12/06

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 01/09

Signature: *Signature on File*

Revision #: 1

PURPOSE

To establish guidelines for the use and operation of the SWAT Team vehicle.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The SWAT Team vehicle will respond to any situation where the legitimate purposes of law enforcement can be enhanced through its use.

16.11.1 INSTRUCTIONS, CONDITIONS, AND LIMITATIONS OF USAGE

The primary uses of the SWAT Team (SWAT) vehicle include, but are not limited to:

- A. Transporting SWAT members and supplies to and from an incident.
- B. Use as an on scene command post.
- C. Assisting in training of SWAT members.
- D. The SWAT vehicle may be used for a general purpose/utility vehicle when approved by the SWAT Supervisor, SWAT Commander, Chief of Police, or Patrol Bureau Commander.

16.11.2 AUTHORIZATION FOR USE

The SWAT Supervisor, SWAT Commander, Chief of Police, or Patrol Bureau Commander will authorize the use of the SWAT vehicle when the need arises.

16.11.3 QUALIFICATIONS AND TRAINING

- A. Any officer assigned to the SWAT Team with a valid Florida Driver's License may operate the vehicle during SWAT operations and/or training.
- B. Any authorized department employee with a valid Florida Driver's License may operate the SWAT vehicle when it is being used for a general purpose/utility vehicle.

16.11.4 CARE AND MAINTENANCE

- A. The SWAT Supervisor or designee will ensure all maintenance is completed on schedule and the vehicle is in operable condition.
- B. Any department member who becomes aware of any mechanical problem or damage will immediately report it to the SWAT Supervisor.

16.11.5 EQUIPMENT

- A. The equipment to be stored on the SWAT vehicle is at the discretion of the SWAT Supervisor, SWAT Commander, Chief of Police, or Patrol Bureau Commander.
- B. Any SWAT equipment not stored in the vehicle will be stored in the SWAT locker or in the custody of the individual SWAT members when assigned.
- C. Weapons, ammunition, and explosive devices, if stored in the vehicle, must be in locked storage containers securely attached to the vehicle.
- D. The SWAT Supervisor will be responsible for monthly inspections of any team equipment stored in the vehicle.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.12 - Homeland Security

Subject: Homeland Security

Issued: 12/07

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/09

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish guidelines for the prevention, identification, response to, management, investigation, reporting, and processing of potential threats to community safety related to terrorist activities. This policy was developed to assist police officers, supervisors, managers and support personnel with an effective system to deal with these incidents.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Department is committed to the protection and safety of the citizens of Jupiter and the many people who visit or travel through our town. The cooperation and collaboration of town officials; town departments; county, state and federal government agencies; hospitals; private agencies; community leaders; and neighboring communities is critical to achieving public safety.

DEFINITIONS

The following definitions and terminology will be used when dealing with terrorist activities. By doing so, involved responders and agencies can communicate using common terminology; thereby enhancing operational efficiency.

Terrorism – involves calculated use of violence or threats of violence to attain goals that are political, religious, or ideological in nature. This can be done through intimidation, coercion, the use of violence or by instilling fear. Terrorism includes a criminal act against persons or property that is intended to influence an audience beyond the immediate victims.

A. Types of Terrorism

1. **Chemical Incident:** Occurs when chemical agents are intentionally released to produce death, injury, or terror.
2. **Biological Incident:** Involves use of micro-organisms or toxins derived from living organisms to produce death, or disease in humans, animals, or plants.
3. **Radiological Incident:** Involves release of ionizing radiation into the atmosphere such as from a “dirty bomb” or other radiological dispersion device or fallout from a nuclear attack.
4. **Nuclear Incident:** Comprised of events that involve the detonation of a nuclear device and results in an unrestrained fission reaction that causes blast damage.
5. **Explosives Incident:** Occurs when the detonation of explosives causes death, injury, and/or terror.
6. **Hostage Taking Incident:** Involves the taking of hostages to further terrorize the community and attempt to force governmental or private action.
7. **Incendiary Incident:** Involves intentional and/or deliberate ignition of combustible materials designed to start fires.

B. **Control Zones** - Biological, Chemical, Radiological Incidents

Control Zones involve levels of exclusion based on the needs of the situation to protect people and property. Types of Control Zones include:

1. **Cold Zone:** This zone represents the outer boundary of an emergency incident and the area of the least potential for contaminant exposure to workers and others. This area is often intended as a buffer area to keep non responders at a safe distance away from the incident.
2. **Warm Zone:** Has some potential for contaminant exposure to workers and is the zone that contains the decontamination area. The decontamination activity is located on the upwind and upgrade side and extends from the Hot Zone to the Cold Zone. This area may be used to support responders with miscellaneous equipment needs (e.g., air canisters, PPEs, etc.). Personnel inside this zone must wear protective equipment.
3. **Hot Zone:** Contains the greatest degree of threat to responders and required the highest level of personal protection equipment. This area must be clearly marked with crime scene tape or a satisfactory substitute by properly equipped personnel. Persons can only exit the Hot Zone after thorough decontamination; Personnel inside this zone must wear protective equipment.

Homeland Security Presidential Directive 3 established the Homeland Security Advisory System (HSAS). The HSAS is designed to disseminate information to State and Local authorities regarding the risk of terrorist acts and is comprised of five “threat conditions” or levels. As the threat level rises, the risk of terrorist attack increases. The threat levels include:

Severe Condition - RED

A severe condition reflects that a terrorist attack has occurred or that an attack is imminent.

High Condition - ORANGE

This condition is declared when there is a high risk of a terrorist attack.

Elevated Condition - YELLOW

This condition is declared when there is a general risk of a terrorist attack.

Guarded Condition - BLUE

This condition is declared when there is a general risk of a terrorist attack.

Low Condition - GREEN

This condition is declared when there is a low risk of a terrorist attack.

16.12.2 HOMELAND SECURITY LIAISON

- A. The Chief of Police will designate an agency member(s) to be responsible for the Homeland Security function of the Jupiter Police Department. The Homeland Security function will serve as a liaison with other agencies in issues relating to homeland security.
- B. The Homeland Security function is responsible for the collection, distribution, and exchange of homeland security information, both internally and with other agencies.
- C. The Homeland Security function participates in a variety of information sharing networks and associations to enhance the exchange of homeland security information.

16.12.3 TERRORISM RELATED INTELLIGENCE

- A. Any employee receiving intelligence or information concerning possible terrorism activities should immediately notify an on-duty supervisor and complete an incident report or intelligence report, as appropriate.
- B. The supervisor determines the validity of the information and the appropriate response from the Jupiter Police Department, including notification of the appropriate chain of command and, if necessary, immediate notification of other agencies.

- C. The supervisor forwards all reports to the agency member(s) assigned to the Homeland Security function. The Homeland Security function reviews and analyzes the information before dissemination to the appropriate agency or task force.

16.12.4 PROVIDING TERRORISM AWARENESS INFORMATION

In an effort to educate the citizens of the Town of Jupiter about what terrorism is and how to recognize the possible signs of terrorist activity, terrorism awareness information is provided through the Jupiter Police Department's website.

16.12.5 AWARENESS LEVEL GUIDELINES

A. Hazardous Materials

1. Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, oxidizable, infectious, or radioactive that, when released in sufficient quantities, put some portion of the public in immediate danger from exposure, contact, inhalation, or ingestion.
2. A hazardous materials incident can result in the evacuation of a few people, a section of a facility, or an entire neighborhood.

B. Chemical Agents

1. Chemical agents can exist as solids, liquids, or gases; are normally disseminated as an aerosol or gas; and are usually heavier than air. Chemical agents can have varying effects on the body, ranging from irritation to incapacitation to injury or death, and have onset times ranging from seconds to minutes to several hours or more. These agents include any warfare agents (i.e., nerve, choking, blood, blistering, and incapacitating agents) or industrial chemicals that are intentionally released on a population.
2. Chemical weapons incapacitate, injure, or kill by affecting the skin, eyes, lungs, blood, nerves, or other organs.
3. Chemical agents are either persistent or non-persistent.
 - a. Persistent agents are those that remain a hazard and continue to contaminate surfaces for more than twenty-four hours after their release. The liquid hazard for a persistent agent is generally more significant than the danger created by the small amounts of vapor it may generate.
 - b. Non-persistent agents usually dissipate in less than twenty-four hours and include most nerve agents, chlorine, and cyanide. Non-persistent agents may pose a serious vapor hazard but also evaporate quickly enough not to create a liquid hazard for an extended time. These generalizations will vary depending

on temperature, wind speed, and other environmental factors.

4. The following are indicators of a possible chemical incident:

- a. Numerous dead animals, birds, and fish are located in the same area.
- b. Lack of insect life in the area.
- c. Numerous individuals are experiencing unexplained, water-like blisters; bee-like stings; pinpointed pupils; choking; respiratory ailments; and/or rashes.
- d. Numerous individuals are exhibiting unexplained serious health problems ranging from nausea to disorientation to difficulty breathing to convulsions to death.
- e. Casualty distribution is in a pattern that may be associated with possible agent dissemination methods.
- f. Illness associated with confined geographic area -- Lower attack rates for people working indoors versus outdoors, or outdoors versus indoors.
- g. Numerous surfaces exhibit unusual, oily droplets/film.
- h. Numerous water surfaces have an oily film (no recent rain).
- i. Area looks different in appearance. Trees, shrubs, bushes, food crops, and/or lawns are dead, discolored, or withered (no current drought).
- j. An unexplained odor that is uncharacteristic of the surroundings. Smells may range from fruity to flowery, to sharp/pungent, to garlic/horseradish-like, to bitter almonds/peach kernels, to new mown hay.
- k. Low-lying cloud/fog-like condition that is not explained by its surroundings.
- l. An unexplained bomb/munitions-like material, especially if it contains a liquid (no recent rain).

C. Biological Agents

1. A biological weapon uses a bacteria or virus, or in some cases toxins that come directly from bacteria, to cause fatal or incapacitating diseases. Biological agents are more deadly than chemical agents are.
2. Unlike chemical agents, many of which have an immediate effect, most biological agents have delayed effects ranging from several hours to days or weeks. Unless someone witnesses the actual release or locates a suspected dissemination device,

there may be no immediate indication of the release of a biological agent.

3. Biological agents cannot penetrate healthy, unbroken skin. A person must inhale or ingest most biological agents in order to cause disease.
4. Biological agents can potentially kill as many people as nuclear weapons, though they act more slowly than chemical or nuclear weapons and are difficult to deliver effectively.
5. Indicators of a possible biological incident include:
 - a. Unusual numbers of sick or dying people or animals. Additional symptoms likely to occur include unexplained gastro-intestinal illnesses and upper respiratory problems similar to flu/colds.
 - b. The dissemination of an unscheduled and unusual spray, especially if outdoors during periods of darkness.
 - c. Abandoned spray devices with no distinct odors.
6. Biological and chemical weapons do not destroy infrastructure, and employees can defend against the attack using gas masks, protective clothing, shelters, and decontamination procedures.

D. Radiological Agents

1. Involves release of ionizing radiation into the atmosphere, such as from a “dirty bomb” or other radiological dispersion device, or fallout from a nuclear attack.
2. Indicators of a possible radiological incident include:
 - a. Unusual numbers of sick or dying people or animals. Additional symptoms include skin reddening and, in severe cases, vomiting.
 - b. Unexplained bomb/munitions-like material.
 - c. Radiation symbols.
 - d. Material that seems to emit heat without any sign of an external heating source.
 - e. Material/particles that appear to glow.

E. Nuclear Weapons

1. The detonation of a nuclear bomb over a target causes immense damage. The degree of damage depends upon the distance from the center of the bomb blast (ground

zero). The closer the employee is to ground zero, the more severe the damage. Several things cause the damage from a nuclear bomb:

- a. A wave of intense heat from the explosion.
 - b. Pressure from the shock wave created by the blast.
 - c. Radiation.
 - d. Radioactive fallout.
2. At ground zero, the high temperature of the nuclear blast will vaporize everything immediately. Outward from ground zero, burns from the heat, injuries from flying debris, and short-term exposure to the high radiation will cause most casualties. Beyond the immediate blast area, heat, radiation, and fires generated from the heat wave will cause casualties.
 3. Health risks depend on the total amount of radiation an individual receives (dose), how fast an individual receives the dose, and the specific type of radiation. Radiation-induced injury can occur from external radiation, contamination with radioactive materials, and ingestion of radioactive materials into the body cells, tissues, and organs. Incidents involving an explosion or fire will increase the potential for the ingestion or contamination type injuries by spreading the radioactive material in the form of small fragments, dust, or smoke.

16.12.6 CBRN AGENT DISSEMINATION METHODS

- A. The ability of the employee to recognize both the potential for a CBRN event and the tools of a terrorist may enable him to anticipate and prevent or lessen the effects of the attack. How a terrorist disseminates the CBRN agent or material determines the category.

1. **Direct Deposit** - Direct deposit devices are mechanical and inject the agent directly into a specific target with minimal collateral damage. The effects of these devices are the most easily controlled.
2. **Breaking Devices** - Breaking devices are those mechanical weapons that encapsulate the agent and release it when broken. The effects of these devices are moderately controllable.
3. **Bursting/Exploding Devices** - Bursting or exploding mechanical devices use an explosive to break the agent's container and disseminate the agent. These devices pose a wider area hazard than either the direct deposit or breaking devices, due to the increased amount of agent involved and the explosive nature of the dissemination. The effects of these devices are predictable but may deviate from the expected.

4. **Spraying Devices** - Mechanical spraying devices also contain a reservoir for the agent but, rather than an explosive charge, they use pressure to disseminate the agent. These weapons are the least controllable and pose the largest hazard area of all the mechanical employment devices.
5. **Vectors** - Vectors usually disseminate only living biological agents. A vector is a carrier of the bacteria and may be an insect or a contaminated item such as clothing, food, or water. Vectors are the least predictable and controllable type of dissemination device.

B. Terrorist use of radioactive materials or nuclear devices could occur by one of the following ways:

1. Deliberately spreading radioactive materials (without the use of an explosive device).
2. Combining an explosive agent with radioactive materials (without causing a nuclear reaction).
3. Any device designed to cause a nuclear detonation.
4. Traditional nuclear weapon.

C. Officers should become familiar with locations or properties within the Town of Jupiter that could become targets for persons using WMD agents or materials. The most probable targets for biological terrorism include mass gatherings, such as:

1. Large religious or political events.
2. Mass transit centers
3. High-profile government facilities or landmarks.
4. Sporting or festive events.
5. Large metropolitan areas.

16.12.7 PERSONAL PROTECTIVE EQUIPMENT

- A. The Jupiter Police Department issues each officer personal protective equipment (PPE). The equipment selected meets Level C standards and was selected based on criteria determined acceptable for awareness level first responders by the United States Department of Homeland Security.
- B. Officers are provided instruction regarding the use of issued PPE items. Each officer is

responsible for storage of the PPE equipment issued to them. It is recommended all officers carry or have readily available their issued PPE equipment while on duty.

16.12.8 RESPONSE TO SUSPECTED TERRORIST INCIDENTS

A. First Responding Officer Responsibility

The following duties and responsibilities apply to those situations for which the Jupiter Police Department has primary responsibility to resolve a terrorist incident. When Jupiter Police Department employees are assisting another agency, guidelines relating to safe and reasonable handling of terrorist incidents will be followed:

1. Determine the type of terrorist incident while being alert to the potential for secondary devices and/or hazardous areas.
2. Identify and locate injured persons, render first aid, and/or evacuate the area.

Note: *Jupiter Police should not enter medically hazardous scenes. Palm Beach County Fire Rescue personnel have been trained and equipped to respond to this type of incident. Consult with Palm Beach County Fire Rescue personnel for direction on the appropriate action to be taken.*

3. Provide the Communications Center the following information:
 - a. Type of terrorist incident utilizing the C-BRNE-HI classification system;
 - b. Exact location of the incident;
 - c. Areas of streets that may be unsafe for responding personnel and/or the public, and
 - d. Staging area for responding units.

Note: *The area should be considered hazardous until proven otherwise. All units should respond upwind/upgrade.*

4. Secure the scene to protect evidence and prevent unauthorized persons from entering the crime scene. The scene in a biological, chemical or radiological incident includes the Cold, Warm, and Hot zones. Crime scene tape should be used to cordon off these areas.

Note: *Jupiter Police personnel should be consulted when establishing these zones as it is better to designate an area larger than necessary rather than to try to expand a zone later.*

5. Secure witnesses to establish the following:

- a. What crime has been committed, if any;
 - b. Number of suspect(s) and weapon(s), if any;
 - c. Number and location of hostage(s), if any;
 - d. Identity of all parties involved, and/or
 - e. Descriptions of explosive, biological, chemical, or radiological devices, if known.
6. Maintain radio communication with the Communications Center as the situation progresses.
 7. Request a clear channel for the incident, if appropriate.
 8. Complete the initial incident report (unless a supervisor directs otherwise).
 9. Brief and update assisting personnel of the initial information on the incident and changing conditions.

B. Supervisor Responsibilities

1. Respond to all suspected terrorist incidents.
2. The Supervisor who arrives on scene will announce arrival and will assume the duties of Incident Commander until relieved by another supervisor.
3. Ensure that adequate control zones have been established and marked (cold, warm, and hot) for incidents that are biological, chemical or radiological and ensure that the crime scene is appropriately secured (inner/outer perimeter).
4. Establish a Joint Command Post with Palm Beach County Fire Rescue in the cold zone inner perimeter.
5. Assess the incident and develop an "Incident Action Plan" with Palm Beach County Fire Rescue which includes:
 - a. Care of the injured;
 - b. Containment of hazardous materials;
 - c. Identification, containment and/or apprehension of possible suspects;
 - d. Decontamination of responders and/or citizens, if needed;

- e. Criminal investigation,
 - f. Crime scene processing,
 - g. Storage of evidence (contaminated and non-contaminated, and
 - h. An evaluation plan that warns citizens of potential affected areas.
6. Request additional resources as needed (e.g., equipment, supplies, personnel, etc).

C. Communication Center Responsibilities:

- 1. Perform as the Official Incident Recorder.
- 2. Maintain a chronological incident log of all the pertinent facts and details surrounding the incident.

16.12.9 TRAINING

Training in the response to terrorist incidents and CBRN awareness levels will be conducted as needed for Department personnel and may include personnel from collaborating agencies. Training may be conducted through use of practical exercises, table-top exercises, classroom or roll call training.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.13 - Emergency Response Vehicle

Subject: Emergency Response Vehicle

Issued: 12/07

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

To establish guidelines for the use and operation of the Emergency Response Vehicle.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Emergency Response Vehicle will respond to any situation where the legitimate purposes of law enforcement can be enhanced through its use.

16.13.1 AUTHORIZATION FOR USE

The need for deployment of the Emergency Response Vehicle will be determined by the Shift Supervisor in consultation with the Assistant District Commander or the on-call Executive Staff member.

16.13.2 INSTRUCTIONS, CONDITIONS, AND LIMITATIONS ON USAGE

- A. The Emergency Response Vehicle is equipped to serve as an armored personnel carrier. It is primarily used in any high risk situation in which it can provide maximum protection to departmental members.
- B. The Emergency Response Vehicle will be used in the following situations, whenever possible:
 - 1. Mobile Field Force security and rescue operations.
 - 2. Hostage and barricaded subject incidents.

3. Sniper incidents.
 4. High risk rescue operations.
- C. The use of the Emergency Response Vehicle will not be limited to the above listed situations. After careful evaluation of the circumstances, the Shift Supervisor may authorize the use of the vehicle in other situations that would provide maximum protection to departmental members.
- D. The Emergency Response Vehicle will be staffed by authorized members of the Jupiter Police Department. The Shift Supervisor may authorize personnel from other agencies to staff the vehicle in conjunction with Jupiter Police Department personnel. In no event will the Emergency Response Vehicle be staffed solely by personnel from another agency.
- E. Only sworn personnel will be authorized to staff the Emergency Response Vehicle during a deployment.

16.3.3 QUALIFICATIONS AND TRAINING

- A. The operator/driver of the Emergency Response Vehicle will be a sworn member of the Jupiter Police Department, possessing a valid Florida Driver's License, who has received the appropriate training.
- B. Department members assigned to operate the Emergency Response Vehicle must be trained in all aspects of the operation of the vehicle and its intended uses.

16.3.4 CARE AND MAINTENANCE

- A. The Fleet Manager will ensure that all maintenance to the ERV is completed on schedule, and the vehicle is fully operational, including emergency equipment (lights and siren), police radio, etc.
- B. Any department member who becomes aware of any mechanical problem or damage will immediately report it to the Fleet Manager.

16.3.5 EQUIPMENT

- A. The Emergency Response Vehicle will be equipped with the following equipment:
1. Jupiter Police Department decals, emergency lights, siren, and PA system
 2. Spotlight with remote control
 3. Fire extinguisher
 4. First aid kit

5. Communications equipment

B. Optional equipment for the Emergency Response Vehicle may include, but is not limited to:

1. Video recording equipment
2. Flood light system
3. Equipment racks
4. Weapons racks

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.14 - HNT Vehicle

Subject: HNT Vehicle

Issued: 01/09

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

To establish guidelines for the use and operation of the Hostage Negotiation Team (HNT) vehicle.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The HNT vehicle will respond to any situation where the legitimate purposes of law enforcement can be enhanced through its use.

16.14.1 INSTRUCTIONS, CONDITIONS, AND LIMITATIONS OF USAGE

The primary uses of the HNT vehicle include, but are not limited to:

- A. Transporting HNT members and supplies to and from an incident.
- B. Use as an on scene command post.
- C. Assisting in training of HNT members.
- D. The HNT vehicle may be used for a general purpose/utility vehicle when approved by the HNT Supervisor, HNT Commander, Chief of Police, or Patrol Bureau Commander.

16.14.2 AUTHORIZATION FOR USE

The HNT Supervisor, HNT Commander, Chief of Police, or Patrol Bureau Commander will authorize the use of the HNT vehicle when the need arises.

16.14.3 QUALIFICATIONS AND TRAINING

- A. The operator/driver of the HNT vehicle will be a sworn member of the Jupiter Police Department, possessing a valid Florida Driver's License, who has received the appropriate training.
- B. Department members assigned to operate the HNT vehicle must be trained in all aspects of its use, operation, and unique dynamics concerning the vehicle size.

16.14.4 CARE AND MAINTENANCE

- A. The HNT Supervisor or designee will ensure all maintenance is completed on schedule and the vehicle is in operable condition.
- B. Any department member who becomes aware of any mechanical problem or damage will immediately report it to the HNT Supervisor.

16.14.5 EQUIPMENT

- A. The equipment to be stored on the HNT vehicle is at the discretion of the HNT Supervisor, HNT Commander, Chief of Police, or Patrol Bureau Commander.
- B. Any HNT equipment not stored in the vehicle will be stored in the HNT locker or in the custody of the individual HNT members when assigned.
- C. The HNT Supervisor will be responsible for monthly inspections of any team equipment stored in the vehicle.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.15 - Mobile Command Vehicle

Subject: Mobile Command Vehicle

Issued: 08/09

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this General Order is to set up guidelines for the operation, maintenance, and use Mobile Command Vehicle of the Jupiter Police Department

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

A vehicle equipped with siren and emergency lights has been designated for use as a Mobile Command Vehicle (MCV). This vehicle may be used as a command center in the event of a critical incident, natural disaster, special event, or other unusual event with the approval of the Chief of Police or his designee.

16.15.1 QUALIFICATIONS AND TRAINING

- A. The operator/driver of the MCV will be a sworn member of the Jupiter Police Department, possessing a valid Florida Driver's License, who has received the appropriate training.
- B. Department members assigned to operate the MCV must be trained in all aspects of its use, operation, and unique dynamics concerning the vehicle size.

16.15.2 CARE AND MAINTENANCE

- A. The Chief of Police will designate a department employee who will ensure all maintenance is completed on schedule and the vehicle is in operable condition.
- B. All mechanical/electronic equipment will be checked at least monthly to ensure operational readiness.

- C. Any department member who becomes aware of any mechanical problem or damage will immediately report it to his or her supervisor.

16.15.3 INSTRUCTIONS, CONDITIONS, AND LIMITATIONS OF USAGE

- A. The primary uses of the MCV include, but are not limited to:
1. Special Operations.
 2. Use as an on scene command post.
 3. Assisting in training of department or CERT personnel.
 4. Other uses as approved by the Chief of Police, or his designee.
- B. Unless specifically authorized by a supervisor, operators of the MCV will follow all applicable state statutes relating to the required obedience to traffic control devices.

16.15.4 AUTHORIZATION FOR USE

The Chief of Police, Patrol Bureau Commander, or member of the Executive Staff will authorize the use of the MCV when the need arises.

16.15.5 EQUIPMENT

- A. The equipment to be stored in the MCV is at the discretion of the Chief of Police or his designee.
- B. The Chief of Police will designate a department employee who will be responsible for monthly inspections of any equipment stored in the vehicle.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.16 - Street Crimes Unit Video Surveillance Vehicle

Subject: Street Crimes Unit Video Surveillance Vehicle	Issued: 08/15
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: N/A
Signature: <i>Signature on File</i>	Revision #: N/A

PURPOSE

The purpose of this General Order is to set up guidelines for the operation, maintenance, and use of the Street Crimes Unit Video Surveillance Vehicle.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Street Crimes Unit Video Surveillance Vehicle will be used in any situation where the legitimate purposes of law enforcement can be enhanced through its use.

16.16.1 QUALIFICATIONS AND TRAINING

- A. The operator/driver of the Street Crimes Unit Surveillance Vehicle will be a sworn member of the Jupiter Police Department assigned to the Street Crimes Unit.
- B. The operator will possess a valid Florida Driver's License.
- C. Department members assigned to operate the Street Crimes Unit Surveillance Vehicle must be trained in all aspects of its use, operation, and unique dynamics concerning the vehicle prior to operating the vehicle.

16.16.2 CARE AND MAINTENANCE

- A. The Special Operations Supervisor or designee will ensure all maintenance is completed on schedule and the vehicle is in operable condition.
- B. Any department member who becomes aware of any mechanical problem or damage will immediately report it to the Special Operations Supervisor.

16.16.3 INSTRUCTIONS, CONDITIONS, AND LIMITATIONS OF USAGE

- A. The primary uses of the Street Crimes Unit Video Surveillance Vehicle include, but are not limited to:
1. Covert surveillance monitoring for special operations, buy walks, buy busts, search warrants, burglary details and robbery details.
 2. Assist in training of Street Crimes Unit members.
 3. The Street Crimes Unit Video Surveillance Vehicle may be used for general purpose/utility when approved by the Special Operations Supervisor, Operations Support Bureau Commander, or the Chief of Police.
 4. Other uses as approved by the Chief of Police, or designee.

16.16.4 AUTHORIZATION FOR USE

Due to the technical nature of this vehicle and the primary use being for surveillance, this vehicle should not be used for routine police use or operations. Only the Special Operations Supervisor, Operations Support Bureau Commander, or the Chief of Police will authorize the use of the Street Crimes Unit Video Surveillance Vehicle.

16.16.5 EQUIPMENT

- A. The equipment to be stored in the Street Crimes Unit Video Surveillance Vehicle is at the discretion of the Special Operations Supervisor, Operations Support Bureau Commander, or Chief of Police.
- B. Any video surveillance equipment not stored in the vehicle will be stored in the Street Crimes Unit Office or in the custody of the individual Street Crimes Unit member when assigned.
- C. The Special Operations Supervisor will be responsible for ensuring a monthly operational readiness inspection of the Video Surveillance Vehicle and related equipment is conducted.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.2 - Hurricane Plan

Subject: Hurricane Plan

Issued: 06/94

By Order Of: Daniel J. Kerr, Chief of Police

Revised: 07/18

Signature: *Signature on File*

Revision #: 5

PURPOSE

The purpose of this General Order is to serve as a plan of operation during a hurricane. This General Order will be referred to as the Hurricane Plan and will outline the general duties and responsibilities of police personnel in the event of a hurricane, in addition to the procedures identified in 16.1, All Hazards Plan.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

Hurricane season begins on June 1 and ends on November 30. The Town of Jupiter is located within a geographic area which has a history of severe hurricanes.

DEFINITIONS

Advisory: - Weather Advisories are issued occasionally by the National Hurricane Center about tropical storms and hurricanes. The Advisory will give information about the storm's location, direction of travel, speed at which it is traveling, and intensity.

Gale Warning: - A Gale Warning is issued when winds fall within a 39 to 54 mph (34 to 47 knots) range. A Gale Warning may precede or accompany a hurricane watch.

Hurricane Watch: - The Hurricane Watch indicates that a hurricane is near and implies dangerous weather conditions may exist within 48 hours.

Hurricane Warning: - The Hurricane Warning indicates that a hurricane is imminent and could start immediately or at least within the next 36 hours. All precautionary measures and actions to protect life and property will be started.

Hurricane: - A violent storm which originates over water with a sustained wind of 74 mph or higher near its center. The storm may range from 50 to 1,000 miles in diameter.

Storm Surge: - A wall of water which could be from 4 to over 18 feet above normal tides. The water could then crash down on the coast and cause massive flooding and destruction in its path.

Hurricane Categories:

CATEGORY	WIND VELOCITY	STORM SURGE
1	74 95 mph	4 5 feet
2	96 110 mph	6 8 feet
3	111 130 mph	9 12 feet
4	131 155 mph	13 18 feet
5	Over 155 mph	Over 18 feet

16.2.1 GENERAL PROCEDURES

A. Objectives

1. Protecting life and property.
2. Evacuating citizens from endangered areas.
3. Providing traffic control.
4. Issuing warnings to the general public as directed.
5. Coordinating with other agencies (local, county, and state).
6. Enforcing laws and regulations.

B. Base of Operations

1. Police Headquarters will be the base of operations. In the event that the Station is rendered uninhabitable, all operations will be moved to a location designated by the Chief of Police.
2. The Town of Jupiter Emergency Operations Center (EOC) will serve as the back up base of operations. Upon activation, as determined by the Chief of Police, the EOC will be staffed by designated personnel. In the event the Station is rendered uninhabitable, the EOC will become the primary base of operations.
3. No visitors, employee guests, family members, or animals will be permitted inside the Police Department without the expressed consent of the Chief of Police or his

designee. This will preserve order and security while the facility is used to accommodate employees.

16.2.2 PROCEDURES FOR HURRICANE RESPONSE PHASES

A. Hurricane Watch Conditions

When a "Hurricane Watch" is put into effect by the Palm Beach County Department of Emergency Management, the following action will be taken by the Chief of Police:

1. Ensure that all Incident Command Section personnel are contacted and advised of the hurricane's status.
2. Assume field command operations until further weather advisories are determined by the Palm Beach County Department of Emergency Management.

B. Hurricane Warning Conditions

When a "Hurricane Warning" is declared by the Palm Beach County Department of Emergency Management, the following action will be taken by the Chief of Police:

1. Ensure that all Incident Command Section personnel are contacted and advised of the updated hurricane's status.
2. Ensure that all Department supervisory personnel are contacted. Further notifications to personnel will be done by the respective shift or unit supervisors.
3. Assume field command operations until further weather advisories are determined by the Palm Beach County Department of Emergency Management.

16.2.3 RECALL RESPONSIBILITIES

After the issuance of a "Hurricane Warning", the Chief of Police will determine the time when all personnel will be recalled. All personnel should be prepared to report to work for the recall within two hours after the Chief issues the recall order. At that time the following responsibilities will go into effect:

A. Disaster Preparedness Coordinator

The Chief of Police will act as the Disaster Preparedness Coordinator and has the ultimate responsibility for the control of operations during the hurricane. He may designate personnel as needed to perform certain duties to accomplish objectives. The Disaster Preparedness Coordinator is responsible for the following functions:

1. Evaluate needs.
2. Issue the appropriate instructions and orders for the purpose of ensuring coordinated

and effective deployment of personnel and equipment.

3. Notify and update the Town Manager as to status changes.
4. Request county, state, and federal assistance.

B. Emergency Operations Commander

The Chief of Police will designate a Major to act as the Emergency Operations Commander. The Emergency Operations Commander is responsible for the following functions:

1. Ensure that mobilization orders are carried out.
2. Continually update the Chief of Police as to the utilization of available personnel and equipment.
3. Keep the Chief of Police apprised of events and occurrences.
4. Oversee entire police operation and receive regular status updates from the Station Commander and Field Commander.
5. Evaluate situations and ensure that appropriate action is taken.

C. Station Commander

The Chief of Police will designate a Major to act as the Station Commander during a hurricane. The Station Commander reports directly to the Emergency Operations Commander and shall be responsible for the following duties:

1. Oversee station security and ensure that the physical security of the Police Station is intact.
2. Oversee security of police vehicles in the parking lot.
3. Ensure that police vehicles are equipped and ready for service.
4. Coordinate the application of storm shutters on the Police Department with Public Works.
5. Ensure that the Data Systems Coordinator secures all computers and related equipment.
6. Oversee the Communications Center's operation to ensure proper staffing and operation.
7. Ensure the proper charging and storage of portable radios and cellular telephones.

8. Activate and test emergency communications equipment.
9. Ensure readiness of emergency generator.
10. Ensure the proper utilization of the police facility in regards to sleeping areas, eating areas, and sanitation facilities.
11. Ensure the issuance and return of special equipment, portable radios, and shotguns.
12. Conduct checks of the Police Department's physical integrity in regards to structural hazards and coordinate any temporary repairs with Public Works.
13. Ensure adequate supplies of potable drinking water and also ice for perishable food storage.
14. Maintain a record of time worked by all personnel.
15. Assign and designate responsibility to Captains, Sergeants, Police Officers, and civilian personnel who are under the command of the Station Commander.

D. Field Commander

The Chief of Police will designate a Major to act as the Field Commander during a hurricane. The Field Commander reports directly to the Emergency Operations Commander and shall be responsible for the following duties:

1. Oversee field operations and evaluate situations.
2. Coordinate the deployment of personnel and equipment with field supervisors.
3. Recommend the need for relief of shift personnel.
4. Update the Emergency Operations Commander as to occurrences, damage, flooding, hazards, and additional equipment and personnel needs.
5. Ensure that all operational and situation changes in the field are reported to the Communications Center for log keeping.
6. Ensure that on going officers and supervisors are prepared for assignment and have been briefed as to the status of the Town and the objectives for the patrol assignment.
7. Oversee the investigation of crimes involving homicide and other critical incidents where delaying the investigation would have an adverse impact on the successful conclusion of a case.

8. Assign and utilize Criminal Investigations Section personnel as needed to augment Uniform Patrol personnel.
9. Conduct surveys of the Town to determine damage, safety hazards, and any additional support needed to prevent crime and ensure safety.
10. Coordinate with Public Works and other government agencies.
11. Implements special services, devices, and other personnel within the Town boundaries.
12. Assign and designate responsibilities to Captains, Sergeants, and Police Officers who are under the command of the Field Commander.

E. Public Information Officer (P.I.O.)

The Public Information Officer will be responsible for coordinating and implementing the dissemination of public information involving police operations and include the following duties:

1. Establish a media post at a location near the field command post that will ensure no conflict with tactical efforts and provide safety for the media upon notification of an emergency operation.
2. Brief media personnel as to the perimeter boundaries, guidelines in reference to police lines, and other information concerning the emergency after establishing a media post.
3. Provide media personnel with information updates as required after the initial briefing. The Chief of Police or his designee will conduct a post incident briefing and/or conference with media personnel.
4. Monitor news sources and report status changes and other pertinent information to the Chief of Police and the Emergency Operations Commander.
5. Assist with the handling of telephone calls and inquiries when time allows and ensure the exchange of pertinent information with area shelters, hospitals, businesses, other government agencies, and citizens.

F. Off Duty Personnel

1. When a hurricane watch is issued for the Jupiter area, all off duty Police Department personnel will be notified via telephone of the status of the hurricane. This notification will allow personnel time to make last minute arrangements for their families and residences prior to the hurricane.

2. During a "Hurricane Watch", personnel who lose telephone contact with the Department will monitor one of the local radio/television stations for updates and instructions
3. Once a "Hurricane Watch" has been issued for the Jupiter area, all personnel shall consider all pending leaves and days off canceled until further notice.
4. Once a "Hurricane Warning" is issued for the Jupiter Area, all personnel will be notified and will be expected to respond for assignment according to the instructions provided by their shift or unit supervisor.

16.2.4 RECALL PREPARATION

The following information should be considered when facing a recall situation:

- A. The Department will attempt to secure some food supplies, but it is the responsibility of the employees to provide their own food during the recall. Non perishable food items that do not require refrigeration or cooking are recommended. Canned goods, dry foods, and pre packaged military type rations are good selections.
- B. Personnel will be required to provide their own bedding and may want to consider an air mattress to provide some comfort while sleeping on the floor.
- C. Personnel should have a change of clothing for several days, along with toiletries and other personal items needed for an extended stay at the Police Department.
- D. Special considerations for Police Officers include having adequate rain gear, a change of uniforms for several days, and a change of work shoes.

16.2.5 DESIGNATE SHELTERS

- A. All schools are not hurricane shelters, and all shelters may not be opened. Therefore, prior to advising which shelters the general public should proceed to, it should first be determined that the Red Cross has announced the shelters' availability.
- B. The following are designated local shelters that all personnel should be familiar with in order to respond effectively to inquiries from the public:
 1. Independence Middle School
4001 Greenway Drive
Jupiter
 2. William T. Dwyer High School
13601 North Military Trail
Palm Beach Gardens

3. Watson B. Duncan Middle School
5150 117th Court North
Palm Beach Gardens
4. McLeod Bethune Elementary School
1501 Avenue U
Riviera Beach
5. Frontier Elementary School
6701 180th Avenue North
The Acreage

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.3 - Bomb Threats and Hazardous Device Incidents

Subject: Bomb Threats and Hazardous Device Incidents	Issued: 01/87
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By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 4/18
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Signature: <i>Signature on File</i>	Revision #: 4
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PURPOSE

The purpose of this General Order is to establish guidelines for handling bomb threats and explosive or incendiary device incidents.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Bomb threats and incidents involving explosive or incendiary devices will be handled in conformance with this order.

DISCUSSION

The covert and criminal nature, and the potential for severe, possibly life threatening injuries of bombing incidents makes the detection and disarming of explosive devices a highly dangerous operation. Members should exercise extreme caution.

16.3.1 GENERAL

- A. Bomb threats and improvised explosive and incendiary device incidents will be thoroughly investigated with the details documented on an Offense Incident Report.
- B. Only bomb disposal personnel will conduct bomb searches of vehicles, vessels, and aircraft.

16.3.2 EXPLOSIVE ORDINANCE AND DISPOSAL (BOMB SQUAD)

- A. The Explosive Ordinance and Disposal (E.O.D.) Unit operates as a special unit of the Palm Beach County Sheriff's Office. The unit provides 24 hour service for Palm Beach County.
- B. Members of the E.O.D. Unit will respond to the following calls for service:

1. Live bombs or improvised explosive devices;
2. Suspected items, packages;
3. Bombings;
4. Explosions involving property damage or bodily injury;
5. Recovery of explosive materials;
6. Building, automotive, and aircraft searches, as authorized in response to a specific threat, suspicious circumstances, or VIP protection.

C. The E.O.D. Unit will not respond to telephone threats that appear to have no merit.

D. The decision to notify the E.O.D. Unit will be made by the on duty supervisor.

16.3.3 BOMB THREAT (DEVICE NOT LOCATED)

When a bomb threat is reported to the police department, but the device has not been located, the following will apply:

A. Communications Section Responsibilities

1. Communications Officers will maintain a line of communication with the caller until it is determined that all necessary information has been obtained.
2. The Communications Officer will obtain the following information when possible:
 - a. The name, address, and phone number of the intended target;
 - b. The location, type, size, and the expected time of device detonation;
 - c. The name, address and the title or position of the caller;
 - d. The person the officer should contact and where; and,
 - e. What action has been taken, or if the person in charge anticipates any action to be taken before officer contact.
3. The Communications Officer will dispatch an officer and shift supervisor immediately and inform the appropriate Executive Staff member as directed by the supervisor.
4. The Communications Officer is responsible for the following, as dictated by the

situation:

- a. Notify investigators and other support personnel as directed by the on duty supervisor.
- b. Notify Palm Beach County Fire Rescue and other public safety agencies, as requested.
- c. Use a land line telephone to establish communications to the scene during periods of radio silence.

B. Patrol Bureau Responsibilities

1. Officers responding to the location will proceed safely and as rapidly as possible.
2. Responding units will turn off all radio and digital equipment, including cellular phones and body worn cameras, within 300 feet of the scene. Communications will be accomplished by regular telephone, whenever possible.
3. An incident command post will be established away from the potential target location. Responding officers will exit their vehicles at that point and walk to the target location.
4. The officer assigned to conduct the investigation will contact the owner or representative of the affected location and interview the person who received the threat. The officer or supervisor will discuss the details of the threat with the owner/manager and advise of potential hazards.
 - a. The decision whether to search, close businesses, and evacuate personnel will be left to the business owners and managers. The decision to evacuate schools, government offices, etc., will be made by the ranking administrator.
 - b. If there is an immediate and obvious threat to life or property, the officer may order an evacuation after consultation with the supervisor or higher authority.
5. If a search is conducted, the officer will secure the scene, establish a security perimeter, and assist with coordinating the search effort.
6. If the location or facility does not have a bomb threat/recognition plan, the officer or supervisor should offer suggestions to assist in implementing search procedures.
 - a. Supervisory and custodial staff should be solicited to help conduct the search as they are most familiar with the location. The business staff maintains a supervisory role, unless circumstances dictate more active participation.

- b. An incident command post should be established in a secure area and equipped with a landline telephone. Search team members must be informed of the location and phone number. The investigating officer should remain at the incident command area.
- c. Searchers should be deployed in pairs to cover the exterior and interior of the premises. Persons involved in the search should be equipped with flashlights and hand held mirrors, if available. Searchers should not to disturb objects that are out of place or do not belong. If a suspicious object is found, they are to evacuate the area and report the location to the officer or supervisor.
- d. If the threat included the location of the device, that area should be checked first. If a location was not indicated, the investigating officer should suggest the following search order:
 - i. The building exterior.
 - ii. Public access areas, i.e., lobby, restrooms, etc.
 - iii. Stairwells.
 - iv. Engineering spaces including janitors' closets and lockers.
 - v. Areas normally occupied by employees, which are the least likely to have been compromised should be the last areas searched.
- e. If the threat included a detonation time, all personnel (except the E.O.D. Unit) should evacuate the area at least 30 minutes before the reported time.

16.3.4 BOMB THREAT (DEVICE LOCATED)

If a bomb or suspect device is found, the following will apply:

A. Communications Section Responsibilities

1. The Communications Section should attempt to obtain sufficient information to determine the incident risk potential based on the following criteria:
 - a. No immediate hazard to persons or property (e.g., suspect item located on vacant property at a safe distance from persons, animals, or structures).
 - b. No immediate hazard to persons; however, a potential hazard exists to structures or other personal property (e.g., suspect item located in or near a structure or vehicle with persons a safe distance away).
 - c. Potential hazard to human life (e.g., suspect item located in populated area or in

a building that cannot be evacuated).

2. The Communications Officer should dispatch an officer and shift supervisor immediately and inform the appropriate Executive/ Command Officer as directed by the supervisor.
3. When the officer confirms that a device has been found, the Communications Officer will:
 - a. Notify Palm Beach County Fire Rescue
 - b. Request the assistance of a bomb disposal team from the Palm Beach County Sheriff's Office.
 - c. Notify command staff.

B. Patrol Bureau Responsibilities

1. The first officer on the scene will:
2. Interview person(s) with first hand knowledge of the explosive device.
3. Evaluate the incident risk potential and request additional personnel as needed.
4. Evacuate all personnel to a "safe" area at least 1000 feet from the location. The "safe" area will be checked for secondary devices prior to evacuation. When possible, officers will conduct a shielded evacuation to the safe zone. Safe zones will not be located near parking lots or open air areas such as fields. If equipment in use would cause a life threatening situation if it were turned off, or if the operator is removed from the location, the operator can volunteer to remain. Safety precautions will be taken to protect the operator's life.
5. Cordon off the danger area by barrier tape or other means and establish an incident command area. The scene should be expanded to an explosion boundary of 1000 feet both horizontally and vertically.

C. The Supervisor will:

1. Assume command of the incident until relieved by higher authority.
2. If the threat included a detonation time, all personnel (except the E.O.D. Unit) should evacuate the area at least 30 minutes before the reported time.
3. Keep the Communications Section and the appropriate Command Staff member informed.

4. Request support personnel and equipment as needed.
 5. If a device is located, the supervisor will notify the Fusion Center to gather possible intelligence information.
 6. Notify the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) of the incident.
- D. All personnel, except E.O.D. Unit members, will avoid physical contact with, close examination of, or any movement of suspect devices. No one other than E.O.D. members and those persons authorized to assist will be allowed in the danger area.
- E. Device disposal will be coordinated by the Palm Beach County Sheriff's Office Explosive Ordinance Disposal Unit.
- F. The Public Information Officer will make contact with responding media to ensure that no live video feed is being broadcasted of the direct scene.
- G. Establish a family liaison officer and pick-up location.

16.3.5 EXPLOSION PROCEDURES

- A. When a device has exploded, the following will apply:
1. An officer, the shift supervisor, and Palm Beach County Fire Rescue will be dispatched to the scene immediately and the response will be appropriate according to reports of damage and injury.
 2. Personnel assigned to the incident must exercise extreme caution in and around the blast site. The area will be secured and access limited to necessary rescue personnel pending the arrival of the bomb disposal team.
 3. All members should anticipate and be alert for a secondary device.
- B. Secondary Devices
1. First responders should remove victims quickly, as they would for a subject in a burning vehicle, in anticipation of a secondary device.
 2. Members entering the scene should be alert for a possible secondary device. A secondary device should be a primary concern.
 3. Remember that radio frequency energy (radios, cellular telephones, body worn cameras) may trigger explosive devices.
 4. Expand the scene explosion boundary to at least 1000 feet horizontally and vertically from where the device exploded.

5. Keep onlookers far away.
 6. The scene is to be treated as a Hazardous Material scene.
 7. Protect the scene. Recovery of evidence is essential.
- C. The incident commander will assign investigative and support personnel to assist the E.O.D. Unit members with a post blast investigation.
- D. The incident commander will keep his/her chain of command informed.
- E. New media access will be governed by General Order 22.1, Police-Media Relations.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.4 - Hostage/Barricaded Subject Incidents

Subject: Hostage/Barricaded Incidents

Issued: 01/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 01/09

Signature: *Signature on File*

Revision #: 6

PURPOSE

The purpose of this General Order is to provide general guidelines for handling hostage/barricaded subject situations.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

In hostage/barricaded subject situations it will be the policy of the Jupiter Police Department to consider the lives of the hostages, civilians, and officers involved being of the utmost importance.

The Jupiter Police Department will avoid confrontation in favor of controlling and containing the situation until the arrival of trained tactical and/or hostage negotiation personnel.

Whenever possible, the Jupiter Police Department will make every effort to enhance the prospects of peacefully resolving the incident through communication with the suspect; to develop and maintain the ability to use alternative approaches to resolve the incident should communications fail; and, in hostage situations, to make every reasonable effort to effect the safe release of the hostages.

DEFINITIONS

Barricaded Subject - Not all suspects who refuse to surrender are considered barricaded. Barricaded suspects are defined as persons:

- Who officers believe to be armed,
- Who are believed to have been involved in a criminal act and/or are a threat to the lives

and safety of citizens and officers,

- Who are in a position of advantage, affording cover and concealment, or are contained in an open area and the approach of officers could precipitate an adverse reaction by the suspect, and
- Who refuse to submit to arrest.

Subject with Hostage - Any incident in which people are being held against their will by another person or persons, usually by force or coercion.

Suicidal Person - A person threatening suicide who barricades or places himself in a position of advantage where the approach by first responding officers could unnecessarily escalate the situation or endanger the officers.

16.4.1 UNIFORM PATROL OFFICER RESPONSIBILITIES

Patrol officers confronting hostage/barricaded subject incidents will not initiate tactical actions other than that necessary to protect the lives and safety of themselves or others consistent with this department's use of force policy. Officers will then:

- A. Notify a supervisory officer of the incident and circumstances;
- B. Contain and isolate the incident scene establishing an inner containment perimeter to provide a reasonable degree of safety while maintaining contact with the incident scene and, as time and resources permit, establish an outer containment perimeter to control pedestrian/vehicular traffic into the area;
- C. Whenever possible, evacuate occupants of affected residences and/or businesses and bystanders to a point beyond the perimeter.

16.4.2 SUPERVISOR RESPONSIBILITIES

The on-duty supervisor will:

- A. Respond to the scene and confirm a high-risk situation exists;
 - 1. If the situation warrants immediate action (i.e., a barricaded subject who has or is firing, an armed subject who has hostages, suicidal person, etc.), the supervisor will request authorization from the Chief of Police or designee to activate the SWAT Team and Hostage Negotiation Team and make every effort to contain and de-escalate the situation.
 - 2. If there is not sufficient time for the SWAT Team and Hostage Negotiation Team to respond and the situation is an immediate threat to human life (i.e., active shooter), the on-scene Supervisor will coordinate the immediate action necessary to attempt to stabilize the situation within Department guidelines until the SWAT Team and

Hostage Negotiation Team arrive.

- B. Inform appropriate administrative personnel about the nature and circumstances surrounding the incident;
- C. Ensure establishment of an inner and outer perimeter, incident command post, negotiations center and a staging area for officers and others arriving for assignment;
- D. Assign an area for the news media and an officer for liaison news media access is governed by General Order 22.1, Police Media Relations.
- E. Ensure that responsibility for traffic and crowd control is established, and that routes for emergency vehicles have been designated;
- F. Make provisions for recording personnel assignments and developing a chronological record of events at the incident command post;
- G. Ensure that necessary equipment from the fire department is made available at the staging area together with any other units or equipment such as canine teams, aviation, or marine units;
- H. Ensure that emergency medical services are available at the site, and evacuate any injured persons if safety permits.
- I. Ensure that surveillance equipment is available at the site. If the Jupiter Police Department is unable to provide surveillance equipment then request mutual aid assistance from a participating mutual aid law enforcement agency.

16.4.3 HOSTAGE TAKER COMMUNICATIONS

- A. The individual in charge of communicating with the subject pending the arrival of the Hostage Negotiation Team, if applicable, will:
 - 1. Provide any requested assistance to the Incident Commander;
 - 2. Obtain all pertinent information about the hostage taker, the hostages, hostage site and other barricaded subjects;
 - 3. Designate a location to interview witnesses, released hostages and others; and
 - 4. Debrief hostages following the incident.
- B. The Incident Commander will be responsible for the interaction between the SWAT Team and the Hostage Negotiation Team.

16.4.4 PROVISIONS FOR PURSUIT / SURVEILLANCE SITUATIONS

- A. The subject should only be allowed to become mobile as a last resort and only to allow police to gain a tactical advantage.
- B. Provisions for pursuit and surveillance vehicles will be made in the event that the subject is permitted to go mobile.
- C. Travel routes will be pre determined with the hostage taker and approved by the incident commander to ensure the safety of the general public and police personnel.
- D. A communications scheme will be established by the incident commander. All personnel will be instructed which radio channel(s) is to be utilized.

16.4.5 PUBLIC INFORMATION AND DEBRIEFING

- A. A safe area will be established as near to the incident as possible for the news media. The media will not be allowed to interfere with ongoing activities, or allowed access to the incident command post. Information will not be released to the media regarding intelligence, tactical attempts or plans without the prior approval of the incident commander.
- B. The supervisor in command of the hostage/ barricaded subject incident will prepare an after action report at the conclusion of each hostage/barricaded subject incident. The after action report should contain any problems that occurred during the incident and suggestions to improve the plan. The after action report will be forwarded to the Chief of Police, via the chain of command.
- C. This hostage/barricaded person operation plan will be reviewed during each incident debriefing or at least annually by the Chief of Police, or his designee, and appropriate changes or modifications made as necessary.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.5 - Hostage Negotiation Team

Subject: Hostage Negotiation Team	Issued: 11/07
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 11/14
Signature: <i>Signature on File</i>	Revision #: 3

PURPOSE

The purpose of this General Order is to establish the role and function of the Hostage Negotiation Team and to establish guidelines for selection of team members.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department establishes a Hostage Negotiation Team and will deploy specially trained negotiators to those situations wherein a subject is barricaded and may reasonably be expected to possess deadly weapons and/or present a danger to him/her self or others or where hostages are being held.

Negotiators will make every effort to bring such situations to a safe resolution, however the Jupiter Police Department recognizes that not all negotiations will be successful due to choices made by the hostage taker or barricaded person and that tactical options may be necessary to minimize harm or loss of life.

DEFINITIONS

- A. **Barricaded Subject** - Not all suspects who refuse to surrender are considered barricaded. Barricaded suspects are defined as persons:
1. Who officers believe to be armed,
 2. Who are believed to have been involved in a criminal act and/or are a threat to the lives and safety of citizens and officers,

3. Who are in a position of advantage, affording cover and concealment, or are contained in an open area and the approach of officers could precipitate an adverse reaction by the suspect, and

4. Who refuse to submit to arrest.

B. **Hostage Negotiator** – A sworn officer specially trained in crisis and hostage negotiations.

C. **Subject with Hostage** - Any incident in which people are being held against their will by another person or persons, usually by force or coercion.

D. **Suicidal Person** - A person threatening suicide who barricades or places himself in a position of advantage where the approach by first responding officers could unnecessarily escalate the situation or endanger the officers.

16.5.1 ADMINISTRATION

A. The administration, supervision, and control of the Hostage Negotiation Team will be under the responsibility of the Team Commander who will be designated by the Chief of Police

B. The Team Commander will have the authority to structure the team as he/she deems appropriate, to include the designation of a Team Leader.

C. The Team Leader will represent the Hostage Negotiation Team at any command post of any incident requiring the response of the team and will be a member of the incident command staff, serving as an advisor to the incident commander.

D. The Team Leader will direct the operations of the team and its members during any incident requiring the response of the Team, subject to direction from the Team Commander and the incident command staff.

E. In the absence of the Team Commander, the Team Leader will assume the responsibilities and duties of the commander and will designate an alternate Team Leader.

16.5.2 MEMBERSHIP AND SELECTION

A. Assignment to the Hostage Negotiation Team will be considered a collateral assignment. All members have other full-time assignments within the department and fall under the command of the Hostage Negotiation Team only when the team is activated or for training.

B. Membership on the Hostage Negotiation Team as a negotiator is open only to sworn personnel. Non-sworn and non-departmental personnel may become members of the team in technical, advisory, and other support positions.

C. Hostage Negotiation Team members will be selected and assigned in accordance with

procedures outlined in General Order 15.30, Specialized Assignments.

- D. The Team Commander, with the concurrence of the Chief of Police, may select new team members from among the applicants. Factors to be considered in the selection include experience, work performance, “people skills”, and verbal skills.
- E. All personnel selected to the Hostage Negotiation Team will be subject to a psychological screening by a department designated psychiatrist for evaluation of the officer’s fitness for hostage/crisis negotiation. Only those officers found to be psychologically qualified for the position will advance to team membership.
- F. Newly selected Hostage Negotiators will join the team in a “trainee” status and will be on probation as a team member for one year.
- G. Within one year of joining the team, the trainee must complete the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission basic Hostage Negotiations course or equivalent (if not already completed) and must successfully participate in any additional training provided to team members.
 - 1. Attendance at the basic Hostage Negotiations course and any other required training will be in an on-duty status.
 - 2. Failure to complete the required training will result in the trainee’s removal from the team
- H. Non-sworn and non-departmental personnel may be recruited and solicited to join the team based on technical or other skills that would be beneficial to the team. These members may only perform technical, advisory, and other support duties – they may not act as negotiators.
 - 1. Such members may, but are not required to, attend the basic Hostage Negotiations course or other training.
 - 2. They may be required to attend certain in-service training when it is necessary or relevant to their tasks as members of the team.
- I. Any member of the team may be removed from the team at the discretion of the Team Commander and with the approval of the Chief of Police. A member may be removed for a variety of reasons, including, but not limited to, failure to complete required training, failure to participate in training, inability to perform the duties of a negotiator, and repeated failure to respond to call-outs.

16.5.3 TRAINING

- A. In addition to the training required to become a full member of the team, negotiators will

be provided with additional and advanced training.

- B. Support personnel may be provided with training relevant to their team assignment and responsibilities.
- C. The team will conduct in-service training and provide additional advanced training when available. Training should include scenarios and role-playing when possible.
- D. At least annually, the Hostage Negotiation Team and SWAT Team will conduct a joint training exercise to develop the ability to work together effectively.

16.5.4 EQUIPMENT

- A. Due to the specialized nature of Hostage Negotiation activities, the department will provide needed team equipment. Such equipment will include, but not be limited to:
 - 1. Negotiation telephone system and related equipment
 - 2. Cellular telephone(s)
 - 3. Bullhorn
 - 4. Pens, pencils, notepads, dry erase boards, etc.
 - 5. Tools
- B. Each member of the team will also be issued individual specialized equipment, including:
 - 1. "Negotiator" shirt
 - 2. Uniform pants
 - 3. Tactical body armor carrier
- C. Each member of the team is responsible for responding to an incident with their issued equipment, including:
 - 1. "Negotiator" shirt, uniform pants, and tactical body armor carrier with body armor inserts.
 - 2. Department issued or approved firearm and holster
 - 3. Department issued flashlight
 - 4. Department issued radio
- D. The Hostage Negotiation Team Leader or designee will inspect the CNT special equipment at least once each month for operational readiness.

16.5.5 PROCEDURE FOR CALL-OUT / DEPLOYMENT

- A. The incident commander will request authorization from the Chief of Police or designee to call-out of the Hostage Negotiation Team in the following situations:
 - 1. Barricaded subject;

2. Subject with hostage;
3. Barricaded suicidal person.

- B. In any of the above described situations, the SWAT Team will also be activated.
- C. Whenever the team is called out, the incident commander will make, or cause to be made, any additional required notifications (e.g., SWAT Team, Executive Staff, Division Commanders, Chief of Police).
- D. The Chief of Police or designee may authorize the call-out of the Hostage Negotiation Team or individual members of the team in other crisis situations where the skills of the team would be beneficial.
- E. Once authorized, the call-out of the team or individual members will be made by contacting, or directing Communications to contact, the Team Commander and/or Team Leader, or in their absence, a designated alternate.
 1. The Team Commander, Team Leader, or designated alternate, after being advised of the details of the incident, will make the determination as to which and how many negotiators will be called out, and will notify Communications to implement the call-out.
 2. Upon direction from the Team Commander, Team Leader, or designated alternate, Communications will initiate a Hostage Negotiation Team call-out following Communications Standard Operating Procedures regarding Hostage Negotiation Team call-out.
- F. A team member, generally a technician, will be designated to respond to the police department, obtain the team's equipment, and transport the equipment to the scene.
- G. All team members will respond directly to the command post to begin gathering information and selecting a negotiation post. If an on-duty team member is performing another role, e.g., perimeter security, that team member should be relieved as soon as practical to assume duties as a negotiator.
- H. Upon arrival of the team at the incident, a negotiation post will be selected and assignments made. All members will be briefed as to any available information.
- I. The negotiation post should be located between the inner and outer perimeters of the incident, near (but not part of) the command post, out of sight of the barricaded subject(s) or hostage taker(s), and should ideally have power and communications capabilities.

16.5.6 NEGOTIATION TECHNIQUES

- A. The primary objectives of the negotiators are to preserve human life and resolve the situation safely and without violence when possible.
- B. The selection of negotiation strategies, approaches, tactics, and related items will be at the discretion of the Hostage Negotiation Team based on the circumstances and the team's training and experience.
- C. Negotiation techniques are used to ease anxieties and tensions and, if possible, enable the subject to access the situation in a rational way.
- D. Hostage negotiation provides an opportunity for the subject to free any hostages he/she might be holding and surrender him/her self peacefully.
- E. In most barricaded subject/hostage incidents, time is the most important factor.
 - 1. The passage of time gives the police the opportunity to prepare for different eventualities.
 - 2. Generally, the more time the subject spends with the hostages, the less likely he/she is to take the hostage's life, due to a transference of feelings that is likely to occur.
- F. The negotiator must attempt to build trust between him/her self and the subject so that the subject will see that surrender is the solution to the problems.
- G. The negotiator must be a good listener, have patience, and stimulate the subject into conversation.
- H. The negotiator should not portray him/her self as the ultimate decision maker, but should defer decisions to the overall incident commander.
- I. Any substantive demands made by a barricaded subject or hostage taker will be relayed to the command post. Only the incident commander can authorize the granting or denial of such a demand, however, such granting or denial will take into account the negotiation team's recommendation.
- J. Items that can generally be provided as part of negotiations include, but are not limited to, food, non-alcoholic beverages, cigarettes, and other items that will not strengthen the bargaining position of the barricaded subject or hostage taker. Negotiators should attempt to gain something in return for any item provided to the subject.
- K. The delivery of any items to the subject must be carefully coordinated with the SWAT Team so as to avoid unintentional incidents. Items will generally be delivered by the SWAT Team.
- L. Face-to-face negotiations are generally prohibited. Exceptions may be made as a measure of last resort when approved by the incident commander, the Negotiation Team Commander,

and the affected negotiator.

1. No negotiator may be ordered or pressured to participate in a face-to-face negotiation against his/her will.
2. Any face-to-face negotiations must be carefully coordinated with the SWAT Team to include an emergency plan, signals, and an emergency rescue plan.

M. The Hostage Negotiation Team may make use of available expertise, e.g., members of the clergy, mental health professionals, etc., but should always maintain control of the negotiations. The primary role of available experts should be advisory only. They should not engage in active negotiation except as a last resort.

16.5.7 NON-NEGOTIABLE ITEMS

The Jupiter Police Department views certain items as strictly non-negotiable in any hostage/crisis situation, including the following:

- A. Any types of weapons
- B. Trading another person for a hostage, particularly a police officer
- C. Any types of non-prescribed drugs

16.5.8 DECISION TO CONTINUE NEGOTIATIONS

- A. If at any time during the negotiation process the subject kills and/or injures any of the hostages, regardless of the reason, an immediate update of intelligence must be quickly obtained to ascertain if negotiations should continue or if tactical action should be taken.
- B. The decision to continue negotiations or take tactical action is the responsibility of the incident commander after conferring with the Hostage Response Team Commander and Hostage Negotiation Team Supervisor.

16.5.9 SURRENDER

- A. Once the subject agrees to surrender, arrangements will be made so that the subject comes out under controlled circumstances.
- B. Never take a weapon from the subject, have him/her place it on the ground and walk away.

16.5.10 USE OF NECESSARY FORCE

Nothing in this policy is intended to preclude the use of necessary force, including deadly force, when such force is necessary for the protection of the hostages, the public, or officers, and when such force is used in accordance with department policy and applicable Florida State Statutes

and legal guidelines.

16.5.11 AFTER ACTION

- A. Immediately following all incidents involving the use of negotiators, the negotiator(s) will return to the Jupiter Police Department and conduct a debriefing to critique the operation.
- B. Any suggestions for correction of operational errors and procedural deficiencies will be presented to the Team Leader.
- C. A supplemental report to the original case report(s) will be prepared by the negotiator(s) who were involved.
- D. The Hostage Negotiation Team Leader will insure that an after action report of the situation is prepared and submitted to the Chief of Police within 48 hours of the event.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.6 - Special Events

Subject: Special Events

Issued: 07/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 2

PURPOSE

The purpose of this General Order is to establish and maintain a procedure for the planning and operational management of individual special events.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will plan and coordinate activities related to special events in order to provide the community with the high standards of safety and security it has come to expect.

DISCUSSION

The Department develops a written plan for handling each individual special event which includes delineating responsibilities, planning for crowds, traffic, logistical requirements and the crime problems often associated with the events. These plans also establish procedures for the coordination of the Department functions with agencies with concurrent jurisdictions.

16.6.1 SPECIAL EVENTS PROCEDURES

- A. The Special Events Coordinator is responsible for planning and coordinating services for special events, such as demonstrations, carnivals, and parades, and/or other events that require special planning considerations beyond those of normal daily activities.
- B. The Chief of Police shall assign an individual within the department to be the Special Events Coordinator.

- C. The Special Events Coordinator will be responsible for coordinating inter departmental and concurrent jurisdictional functions and the procurement, distribution, maintenance and replacement of equipment and personnel use during special events.
- D. Prior to each specialized event the Special Events Coordinator will prepare a plan to include:
 - 1. An estimate of traffic, crowd control, and crime problems expected;
 - 2. A contingency plan for traffic direction and control;
 - 3. The need for any special operations personnel;
 - 4. Identifying and requesting any communication and logistical requirements;
 - 5. Identify a chain of command for the special event task force to ensure coordination both within and outside the department;
 - 6. Coordination inside and outside the agency to include review of reciprocal agreements with concurrent jurisdictions;
 - 7. Projected expenditures;
- E. The Special Events Coordinator will ensure an after action report is completed on each event upon completion of the event and forwarded to the Chief of Police, via the chain of command within 15 days of the event.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.7 - Hazardous Materials Response

Subject: Hazardous Materials Response

Issued: 09/94

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 2

PURPOSE

The purpose of this General Order is to establish guidelines to be followed when responding to a situation that involves or has the potential to expose personnel or citizens to hazardous or harmful substances.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

Hazardous material incidents have the potential to create health and exposure hazards to the community and responders as well as property damage. Proper response and handling of these incidents may mitigate these hazards. See General Order 7.3, Exposure to Hazardous Materials.

DEFINITIONS

For the purpose of this general order, the definitions below are in novice terms and apply only to this General Order:

Hazardous Materials - any explosive, flammable, oxidizer (i.e., acids), poisons, biohazards (i.e., medical waste or disease causing agent), corrosive, pesticide, radioactive substance, or other substance in a quantity or form that may pose an unreasonable risk to health, safety, or property.

Hazardous Materials Incident (HMI) - encompasses a wide variety of potential situations. Each particular incident is different and must be handled according to the situations present. These incidents include but are not limited to fires, explosions, leaks, spills, chemical reactions, biohazardous materials, a transportation accident, leaking storage container, some illegal waste disposal, and any similar incident in which hazards may include toxicity, flammability, radioactivity, corrosive qualities, or hazards to health or the environment.

Biohazardous Materials - primarily medical waste but may include disease causing agents that are not medical waste. Medical waste is often referred to as "red bag waste," due to the fact that it is packed in lined cardboard boxes. Both types of containers are clearly marked "biohazardous" and should display the identity of the generator of the waste.

Pesticide - or necessary poison, means any substance or mixture intended to prevent, destroy, repel, or control insects, rodents, worms, fungus, weeds or other forms of plant life, or some viruses (not in humans or animals). These include but are not limited to insecticides, herbicides, algaecides, and fungicides.

16.7.1 OPERATIONAL PLAN

While no two hazardous material incidents are the same, there are general operational procedures that are applicable to all incidents. The following general plan of operation will be utilized when any hazardous materials incident is reported:

A. Communications

1. Communications personnel will attempt to obtain the following information in addition to the information which is routinely obtained:
 - a. Type of problem (leak, spill, fire, illegal disposal, etc.).
 - b. Specific location of incident (rear, northeast corner, by a certain landmark, etc.).
 - c. Material name and/or type and amount. If this is not available, obtain a description of what is happening (smoke, bubbling liquid, sick people, dead plants or animals, etc.).
 - d. If containers are involved, obtain information on size, number of containers, and any markings on the containers.

Note: *If the complainant does not already have the marking information, do not have them return to the incident site, since it is unknown what they will be exposed to. If the Department of Transportation (DOT) numbers are given, refer to the DOT Emergency Response Guide for further information.*

- e. Dangerous properties of the materials (flammable, acid, poison, and harmfulness).
- f. Any precautions that should be taken by responding personnel if known by complainant.
- g. Any other special circumstances (direction of vapor cloud if one exists, sick or injured persons, etc.).

- h. Try to keep complainant on the line to ascertain any further developments.
 - i. Advise complainant not to return to the incident site, isolate himself/herself from others, and limit movement in case he/she has been contaminated. The purpose of this is to limit the spread of the potential contamination.
2. After the initial information has been gathered, Communications personnel will notify the Shift Supervisor and dispatch the appropriate District unit.
3. Communications personnel will then contact the National Weather Service and obtain the wind direction, speed, and local forecast for the area of the incident. This information will then be relayed via radio to the responding units and Watch Commander. Weather information will be updated as needed. The purpose is to provide responding units with a safe avenue (upwind) of approach.
4. Communications personnel will simultaneously notify Palm Beach County Fire Rescue and provide all information obtained including weather data.

B. Responding Personnel

1. Until proven otherwise, all materials and incidents will be treated as "worst possible" situations. Actions and activities will be conservative, and no unnecessary risks will be taken.
2. Responding personnel will stop their vehicles a good distance away and determine wind direction. This will be done to verify information which the Communications Center obtained from the National Weather Service. Unless otherwise directed, all personnel responding will approach the incident site from upwind (the wind to your back).
3. If a vapor cloud exists, no responding personnel will drive through or in any way enter it.
4. Personnel should resist the urge to "get close". Approach to a point of determining if a problem exists, and wait for Fire Rescue.
5. Responding personnel should instruct the Communications personnel to relay wind direction, safest avenues of approach, possible safe staging areas, and other information that will assist with the safe and quick response of Fire Rescue units.
6. If upon your arrival, citizens are in or near the apparent incident site with minimal exposure to responding personnel and as professionally as possible, have the citizens in question move away from the materials to a position upwind. Keep these persons segregated and at any upwind location that is a good distance from the actual hazardous material, but not so far that they will spread contamination over a large

area. The purpose of this is to limit potential spread of contamination to other people and property, and to keep those potentially contaminated persons together so that they may be evaluated and treated by the responding paramedics.

7. Responding personnel should watch their step and avoid walking into hazardous materials.
8. By using binoculars or a similar device, responding personnel will attempt to ascertain any information that is marked on the exterior of any container involved (i.e., DOT numbers, placard symbols, brand material name). This information will immediately be relayed to Communications personnel who will in turn relay the data to Fire Rescue.
9. If DOT numbers are on the container, personnel will refer to the department issued DOT Emergency Response Guide for additional data.
10. If the containers involved are marked, extreme caution will continue to be used by on scene personnel, as the practice of mixing hazardous materials, especially in cases of illegal waste disposal, is common. This means that what is marked on the drum or container may not be what is actually inside of the container.
11. On scene personnel will report to the Communications Center any abnormal or apparent danger signs, such as: bulging container, leaks, vapor cloud, fire, dead plants or animals, or sick and injured persons. This data will be relayed to Fire Rescue.
12. On scene personnel will interview persons in the area, excluding those apparently contaminated and use any available, safe means of obtaining background information about the incident site and materials involved for responding Fire Rescue personnel.
13. All information gathered by on scene Jupiter Police Department personnel will be relayed to Fire Rescue upon their arrival. This will be done even if all available information has been passed on through the Communications Center. The purpose is to avoid any miscommunication that may occur due to radio problems.
14. If Fire Rescue personnel determine that a hazardous materials incident exists which requires The Department of Environmental Regulation response, have the Communications Center notify the D.E.R. Emergency Response Center.
15. The officer's role is to secure the scene in order to attempt to control further damage and contamination, and to gather information for fire rescue personnel. Officer's are not trained to handle hazardous materials so do not try. It is extremely important that you consider the long term effect of any action to be taken prior to implementing such action. If you are not sure of the correct action (i.e., put the fire out with an extinguisher or let it burn), take no action as the long term effects could be disastrous. Secure the scene, gather information from a safe distance, and stand by to assist fire-

rescue personnel as needed.

C. Responding Supervisor

1. In addition to monitoring the response of personnel to ensure safety, the responding supervisor will be responsible for the following:
 - a. Notify the on-call Executive Staff member of available information and keep him/her updated.
 - b. Set up and operate a temporary command post upwind and at a safe distance away from the actual incident site.
 - a. The purpose of this command post is to gather information and coordinate the incident with the Fire Rescue Special Operations Team, who handles these situations, regulatory personnel (i.e., D.E.R., Health Unit, etc.), responding property or material owner, the media, and/or other persons with necessary information.
 - b. These individuals will need to be kept in one safe area where they are readily accessible. Upon arrival, Fire Rescue will take control of and operate the command post. Either a supervisor or a designee will be present at the command post to coordinate any required assistance, e.g., road blocks, evacuation, etc.
 - c. Complete a Hazardous Substance Exposure Report in the event Department personnel are exposed to any amount of hazardous materials.
 - d. Ensure all involved personnel are checked by Fire Rescue in reference to possible contamination and, if appropriate, proper and thorough decontamination procedures are carried out prior to Jupiter Police Department personnel leaving the hazardous materials incident. Under no circumstances, unless a life threatening situation exists, will Department personnel clear a hazardous materials incident without being checked by Fire Rescue for contamination.
 - e. Make sure that those Jupiter Police Department personnel, who require hospital treatment as determined by Fire Rescue, are transported immediately.
 - f. Ensure that no Department personnel are sent or allowed to respond to their respective homes to clean up. This action is in effect a form of decontamination and will be done on site, or if directed by Fire Rescue, at a district substation, fire station, or hospital. The purpose of this is to avoid the remotest chance of exposing family members to any contamination.
 - g. Follow the procedures for proper disposal or decontamination of equipment

exposed to a hazardous substance as outlined in the Emergency Response Guide, and also consult with the Fire Rescue Special Operations Team.

- h. If necessary, summon a Palm Beach County Sheriff's Office Environmental Investigator for technical assistance, as they are also equipped with Scott air packs and protective suits.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.8 - Mass Arrests

Subject: Mass Arrests

Issued: 11/03

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish uniform procedures for the Jupiter Police Department to effect lawful arrests during large scale criminal activity, e.g. looting, civil disturbances and/or other incidents.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will conduct mass arrests to restore public order when other law enforcement alternatives have failed.

DEFINITIONS

Mass Arrests – The arrest of a large number of people which exceeds the capability of normally scheduled road personnel and requires the assistance of additional resources.

16.8.1 PROCESSING SITES

- A. Will consist of a reasonably secure location adjacent to the disorder area where certified law enforcement members can deliver and process arrestees.
- B. A public or private building with telephone communications is suitable. Radio communications are required to the location.
- C. The field processing site should be provided with a minimum of equipment to facilitate movement as disorder patterns change. Equipment requirements include:
 - 1. Cameras (digital/Polaroid), film and light source, if needed.

2. Supply of arrest/booking forms
3. Supply of flex cuffs
4. Evidence containers
5. Tape for arm bands
6. Office supplies

16.8.2 ARREST PROCEDURES

- A. Prior to making any arrests, arrest teams will be established. The teams will work in fours, two officers making the arrest and two officers ensuring the officer's safety.
 1. Arrest teams will respond to the scene of the incident. A supervisor will be designated as the commander of the arrest teams
 2. A team of two officers will be assigned to affect the arrest. The officers will make the arrest and remove the arrestee to either awaiting vehicles or to the established processing area/facility.
- B. Prior to making any arrests, in situations of peaceful civil disobedience, all individuals will be given time to disperse. Those who remain after the allotted time will be arrested.
- C. One member from each arrest team will be responsible for ensuring the name of the arrestee is recorded. At the time a subject is placed under arrest, a tape arm band with the arrestee's name and arrest number will be affixed to the arrested subject by one of the arresting officers before they turn the arrested party over to the booking teams.
- D. The officer making the arrest will also notify Communications of the name of the prisoner in custody and the name of the arresting officer. This will permit Communications to maintain a chronological order of persons arrested.
- E. Any items of evidence will be identified and collected in accordance to General Order 17.16, Collection, preservation and Submission of Evidence. Extra care must be taken to ensure that evidence is associated with the proper arrestee.
- F. After delivering the prisoner to the booking team, the officers will return to the scene of the arrests and continue until all arrests have been made.

16.8.3 BOOKING PROCEDURES

- A. A supervisor will be designated as the commander of the booking team(s). A team of booking officers (minimum of two) will assist the arrest teams by completing the necessary

Notice to Appear (NTAs) or rough arrest reports.

- B. The officer making the arrest will be responsible for reviewing and signing the P.C. Affidavit concerning the arrest. Specific criminal behavior will be notated. General, non-specific, conclusions of law will be avoided.
- C. Booking team officers will take a digital or Polaroid photograph of the arrested person with the arresting officer, prior to the officer returning to the scene.
- D. Booking officers will be assigned to retrieve each arrestee (one at a time) and complete the booking process.
- E. Booking team officers will complete all necessary arrest forms and NTAs, and secure personal property as appropriate.
- F. Booking officers will ensure that:
 - 1. At least one photograph of the arrested party has been taken, and identified by the arrest number corresponding to the tape arm band prior to being released.
 - 2. At least one set of fingerprints for each prisoner have been taken prior to being released.

G. Notice To Appear Procedures

The booking team will advise the arrested person about Notice to Appear release procedures, if the charges are solely misdemeanor in nature. Miranda warnings are unnecessary unless a statement is desired from the arrestee.

- H. After securing the proper identification, the prisoner will be advised of his legal obligations with regard to the Notice to Appear, the officer will witness the arrestee's signature, whereupon he will be released.

I. Booking Sequence:

- 1. Identify any arrestee who may have a medical problem and process first, if possible.
- 2. Wants and warrant checks will be completed on all arrestees.
- 3. Ascertain whether the arrestee has valid identification on his/her person.
- 4. Ascertain if all those having identification will sign a NTA (where no felony charges have been added). Process these arrestees next.
- 5. If the arrestee has no identification or refuses to cooperate, the arrestee will be processed and transported to the Palm Beach County Jail.

6. If the arrestee has valid identification, but has been charged with a felony, they will be processed last and transported to the Palm Beach County Jail.

J. The commander of the booking team will ascertain the approximate number of arrestees not subject to the release procedure. The commander will then:

1. Coordinate the transportation of those arrestees by using agency vehicles and/or using Palm Beach County Sheriff's Office Prisoner Transport Service. In the event Jupiter Police Department does not have enough mass arrest vehicles to handle the number of arrests being made, requests for additional vehicles will be made to neighboring law enforcement agencies in compliance with current mutual aid agreements.
2. Contact the Palm Beach County Jail to notify them of the potential influx of arrestees and estimated time of arrival.
3. If warranted, make contact with the State Attorney's Office and notify them of the situation and number of arrestees being transported to the jail. If necessary, the State Attorney will alert the Chief Judge of the need for additional judicial support at First Appearances.

K. Medical Treatment

A first aid station will be established at the processing site where arrestees will be treated for any minor injuries. To ensure adequate medical attention is provided to arrestees, Palm Beach County Fire Rescue will be contacted to standby at the first aid station. In the event of persons requiring medical attention for serious injuries, PBFR will provide appropriate, timely treatment and transportation to a medical facility, if required.

L. Juvenile Offenders

All juvenile offenders will be segregated from the adult arrestees. Juveniles will be handled in accordance with this Department's procedures for arrest, transportation and detention of juveniles.

M. Court and Prosecutorial Liaison

When it appears that mass arrests are imminent, the State Attorney's Office will be contacted, and a representative of that office asked to respond to the scene to assist with the legal processing of the arrestees. If the arrests occur other than during normal working hours, the on-call State Attorney will be contact and advised of the situation.

N. Food, Water and Sanitation Requirements

Every effort will be made to transport the arrestees to the Palm Beach County Jail within

two hours of the time of arrest. If conditions develop that will require the arrestees to be detained at the processing site for a longer period of time, then the booking commander will make arrangements with to have water and sanitation facilities available to the arrestees, if they are not already available at the processing site. Food will be provided to arrestees when they are booked into the jail.

O. Media Relations/Public Information

The department's Public Information Officer will be responsible for the control and flow of information to the media. A staging area for the news media will be established in a safe location. The Public Information Officer (PIO) or a designee will release only information which is approved by the Command Staff present to control misinformation and rumors and to educate the public.

P. Defense Counsel Visitations

Defense counsel visitation will not be permitted until arrestees have been transported to and received at the county jail.

Q. Mutual Aid Agreements

Incident commanders will request assistance from neighboring law enforcement agencies, as needed, per procedures identified in General Orders 1.8 and 1.9 governing mutual aid.

R. Security

1. Arrestee movement will be kept to a minimum. Whenever possible, the arrestee should be moved directly from the processing area into a secured transportation van.
2. The type of processing site that is being used will dictate the number of security members needed to man the site to ensure its integrity.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 16.9 - Special Weapons and Tactics Team (SWAT)**

Subject: Special Weapons and Tactics Team (SWAT)	Issued: 01/04
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 9/18
Signature: <i>Signature on File</i>	Revision #: 6

PURPOSE

The purpose of this General Order is to establish guidelines for the duties and responsibilities of the Special Weapons and Tactics Team (SWAT).

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

The nationwide increase in violence has dictated that specially trained and equipped personnel are available to handle high risk search warrant entries and the capacity to neutralize situations involving exceptional risks or unusual hazards. Therefore, this Department must maintain a specially trained team which can respond to these types of situations.

The main objective of this team is the protection of the citizens of this Town, the police personnel responding to such incidents, and the subject(s) involved. The ultimate goal and purpose of this team is the protection of life. In this effort, the team will use all tactical ability available.

The Jupiter Police Department also recognizes that certain situations must be resolved with the assistance of other specially trained critical response teams. The Jupiter Police Department will rely upon the assistance of the appropriate jurisdiction to request support in situations or circumstances that are beyond our operational capabilities.

DEFINITIONS

Command Post - Field headquarters located in a safe and secure area, from which the situation

will be controlled and coordinated. Incident command structure will be in accordance with established National Incident Management System (NIMS)

Dignitary Protection – The protection of public figures when a potential for danger exists.

High Risk Entry - The entry into a building or location by police officers requiring the use of the Special Weapons and Tactics Team due to the expectation of physical damage or violence toward the entering officers. These entries generally relate to the service of a search warrant.

High Risk Situation - Any incident involving an act of violence or potential acts of violence, in which police officers and citizens are subject to extreme danger.

Inner Perimeter - The immediate area of containment. This area is initially manned by patrol personnel until relieved by the SWAT Team.

Outer Perimeter - Control area that is set up outside the inner perimeter to control innocent bystanders, vehicular traffic and any media personnel from gaining access into the inner perimeter. This area is generally maintained by Road Patrol units.

Planned Arrests - Situations where SWAT Team members will assist in the apprehension of a subject(s) where there is a possibility that the subject(s) will resist with the use of lethal weapons or force.

Search Warrant - A written order issued by a court with proper jurisdiction authorizing an officer or agency to search and/or seize any person, property or other contraband which constitutes evidence of a crime.

Terrorism - The calculated use of violence or threat of violence to attain goals, often political, religious, or ideological in nature, through instilling fear, intimidation, or coercion. It involves a criminal act, often symbolic in nature, intended to influence an audience beyond the immediate victim.

Special Weapons and Tactics (SWAT) Team - A specially trained and equipped group of police officers designated by the Chief of Police.

Special Weapons and Tactics (SWAT) Team Commander – An Executive member of the police department who is responsible for the overall operations of the SWAT Team. This individual will be appointed by the Chief of Police.

Special Weapons and Tactics (SWAT) Team Assistant Commander – In the absence of the Team Commander or at his direction, this individual will serve as the Acting Team Commander and report directly to the Chief of Police for all SWAT issues. This individual will be appointed by the Chief of Police.

Special Weapons and Tactics (SWAT) Team Leader – A SWAT Team member who is responsible for all administrative and operational duties of the Team. The SWAT Team Leader

reports to the SWAT Team Commander. This individual will be recommended by the SWAT Team Commander and approved by the Chief of Police.

Special Weapons and Tactics (SWAT) Assistant Team Leader/Training Coordinator - A SWAT Team member who is responsible for the planning and scheduling of training for the SWAT Team. This individual will assume the role of a Team Leader in their absence. This individual will be recommended by the SWAT Team Commander and approved by the Chief of Police.

16.9.1 SELECTION CRITERIA AND PROCESS

- A. The following selection criteria and qualifications will be given consideration during the selection process:
1. A candidate may be eligible following a minimum of two years of law enforcement experience with the Jupiter Police Department or has previous tactical/military experience with another law enforcement agency/branch of the armed services and has successfully completed the initial one year probationary period.
 2. Each candidate must have demonstrated the ability to calmly handle themselves in tense situations, based upon observations from their immediate supervisors (receipt of positive comments and a recommendation on the Supervisory SWAT Team Applicant Review, completed by the applicant's immediate supervisor).
 3. The candidate's personnel record should reflect a favorable sick leave and personal complaint record (Internal Affairs complaints and Early Warning System).
 4. Previous military or SWAT experience is desirable.
 5. Candidates will demonstrate better than average capabilities with firearm weapons systems during annual qualifications.
 6. Candidates will be in good physical condition and will maintain their fitness levels during their tenure with the team.
 7. The candidate's personal evaluations should indicate initiative, high quality work performance and be rated above average.
 8. The candidate should demonstrate ability for teamwork and group performance.
 9. Assignment to this team is part time in nature, meaning the officer will fulfill his/her regular assigned responsibilities as required. The candidate will be made aware that personal commitment to training is imperative and large amounts of his/her personal time will be required to be an effective team member.

B. Selection Process:

1. When a SWAT Team position becomes vacant, all eligible sworn personnel will be given an opportunity to apply for the position. A memorandum will be posted by the SWAT Team Commander indicating that letters of interest are being accepted, and all applicable dates.
2. Each interested candidate should submit a memorandum of interest, through their chain of command to the SWAT Team Commander, expressing his/her desire to become a member of the SWAT Team. This memorandum will outline the candidate's interest for the position and their qualifications.
3. Prior to the oral board interview, candidates must successfully complete the SWAT Team Physical Assessment. Failure to successfully complete the physical assessment will result in the candidate being dropped from the selection process.
4. Prior to the oral board interview, candidates will be required to complete the standardized SWAT Team Firearms Qualification Course.
5. The SWAT Team Commander or SWAT Team Leader will interview each candidate's immediate supervisor in reference to the candidate's qualification and job performance.
6. The SWAT Team Commander, SWAT Team Leaders, and one member of the SWAT Team will have an oral interview with all qualified candidates. A standardized questionnaire, approved by the Team Commander, will be utilized for all candidates.
7. Each candidate will be required to complete a Written Tactical Exercise to demonstrate their knowledge of SWAT operations.
8. After establishing the candidate's eligibility and all candidates' final ranking, the SWAT Team Commander will make a recommendation for appointment to the SWAT Team to the Chief of Police.
9. The Chief of Police will make the final decision as to appointment to the SWAT Team.

- C. SWAT Team members will be selected based on the above stated criteria. New members will complete a one year probationary period.
- D. Upon selection, the officer will receive appropriate training and special equipment, and successfully complete all SWAT Team firearms qualifications prior to responding to activations of the SWAT Team in field operations.
- E. The SWAT Team will engage in monthly team training as well as a minimum of annual readiness training exercises.
- F. SWAT Team special equipment will be inspected at least once each month for operational

readiness.

16.9.2 SWAT TEAM USE

Typical uses and call-out criteria for the SWAT Team are:

- A. High Risk Search Warrants - The service of a search warrant in which there is an increased expectation of violence or weapons. Usually based on intelligence of the target or knowledge of the lead investigator.
- B. Barricaded Subject - Not all suspects who refuse to surrender are considered barricaded. Barricaded suspects are defined as persons:
 - 1. Who officers believe to be armed.
 - 2. Who are believed to have been involved in a criminal act and/or are a threat to the lives and safety of citizens and officers.
 - 3. Who are in a position of advantage, affording cover and concealment, or are contained in an open area and the approach of officers could precipitate an adverse reaction by the suspect.
 - 4. Who refuse to submit to arrest.
- C. Subject with Hostage Any incident in which people are being held against their will by another person or persons, usually by force or coercion.
- D. Suicidal Person A person threatening suicide that barricades or places himself in a position of advantage where the approach by first responding officers could unnecessarily escalate the situation or endanger the officers.
- E. Special Situations - The SWAT Team can be utilized for any situation for which their training and equipment has prepared them. Final authority on whether it is appropriate to use the SWAT Team will rest with the Chief of Police or designee.
- F. Narcotics Transactions - Any narcotics transactions/situations in which the subject(s) is believed to be dangerous and the possibility exists that the subject(s) will be armed with lethal weapons, or resist arrest using force.
- G. Active Shooter Situations - Situations involving a subject who is armed with a firearm and has fired, is firing, or is threatening to fire the weapon.

16.9.3 AUTHORIZED WEAPONS AND AMMUNITION

In addition to the lethal and less lethal weapons approved for use by all sworn personnel, SWAT Team and Tactical Observers may use any of the following approved weapons and ammunition

upon successful qualification for each of the weapons.

A. Lethal Weapons:

1. Fully automatic Colt or Bushmaster M-16 rifle
2. H&K UMP .40 cal submachine gun
3. Remington 700 .308 cal (Tactical Observers)
4. Only Department issued and Firearms Training Coordinator approved ammunition will be authorized for use in the above firearms.

B. Less Lethal Weapons:

1. Defense Technologies 40mm single shot launcher
2. Approved munitions provided by the department and deployed from that weapons system are:
 - a. 40mm Wood Baton
 - b. 40mm OC Powder Ferret
 - c. 40mm OC Liquid Ferret
 - d. 40mm CS Powder Ferret
 - e. 40mm CS Liquid Ferret
 - f. 40mm OC Direct Impact
 - g. 40mm Inert Ferret (Training)
 - h. 40mm Inert Direct Impact (Training)

16.9.4 GENERAL GUIDELINES

- A. The primary purpose of using the SWAT Team is the preservation and protection of life.
- B. Every decision that is made should be predicated on the philosophy that human life constitutes the first priority in defusing any situation.
- C. Response to resistance is governed by Department directives.
- D. All General Orders and Directives will be adhered to.

- E. All standard issued SWAT Team equipment (e.g., bullet resistant vests, helmets, etc.) will be worn by SWAT members during all SWAT Team operations.

16.9.5 SWAT TEAM RESPONSIBILITIES

A. SWAT Team Leader:

1. Supply the Communications Section with a current list of SWAT Team members, call out information and their assignments.
2. Coordinate and/or conduct all SWAT Team training.
3. Evaluate SWAT Team performance & make recommendations when necessary.
4. Coordinate all operational affairs of the SWAT Team.
5. Furnish the Chief of Police, via the Chain of Command, any information concerning training guidelines, purchase or modification of equipment, or changes in tactical procedures that come to his attention during operation.
6. Coordinate plans of action with the SWAT Team Commander relating to SWAT Team operations and make recommendations for any specific tactics that he feels necessary.
7. Perform any other duties as specified by the SWAT Team Commander or the Chief of Police.
8. Ensure an after action report is provided to the Chief of Police detailing the aspects of the SWAT Team operation.
9. Ensure special equipment is maintained properly and make recommendations for replacement or additional equipment to the SWAT Team Commander.
10. Direct all tactical assaults involving the team he is assigned to command.
11. When contacted by the incident commander in regards to a possible SWAT Team call-out, the SWAT Team Leader will make the determination if additional resources are needed.
 - a. The SWAT Team Leader will advise the incident commander of his decision and confirm the nature of the SWAT Team's response.
 - b. If the SWAT Team Leader feels additional resources are needed to assist, then he will advise the incident commander the SWAT Team will be responding and initiate a SWAT Team call-out and, if necessary, contact the appropriate jurisdiction to request additional assistance.

12. Coordinate plans of action with the SWAT Team Commander relating to SWAT Team operations and make recommendations for any specific tactics that he feels necessary.

B. SWAT Team Member:

1. Follow all lawful orders issued to them by the assigned Team Leader or Team Commander relating to SWAT Team actions.
2. Maintain and have access to all equipment designated for SWAT Team use, along with all issued equipment.
3. Each member will be required to successfully complete the SWAT Physical Assessment and the SWAT Team Firearms Qualification Course annually. Failure to complete the course will result in the following action:
 - a. Any member failing to successfully complete either course during the first attempt will have thirty (30) days to successfully complete the course.
 - b. Failure to complete the course after the thirty (30) day period, but less than sixty (60) days, will result in suspension from all SWAT training.
 - c. Failure to successfully complete the course after sixty (60) days, but less than ninety (90) days, will result in suspension from training and all tactical operations.
 - d. Any member failing to complete either qualification course after ninety (90) days will be required to meet with the Team Leaders and Team Commander for review and appropriate action regarding their assignment on the SWAT Team.
4. Upon receiving call-out notification, all members will respond to the assigned location in accordance to General Order 15.3, Vehicle Pursuit and Response to Calls and adhering to all traffic laws set forth in Florida State Statutes.
5. While enroute to an incident following a SWAT Team call-out, each responding member will notify the Communications Section via their police radio on Channel 1 of their enroute status.
6. Apprise the SWAT Team Commander and SWAT Team Leader of all information affecting the operation.

16.9.6 SUPPORT PERSONNEL DUTIES AND RESPONSIBILITIES

- A. Personnel responding to a high risk situation will report to the command post or to a designated staging area. Assisting personnel will not deploy on their own.

- B. When assigned to a specific duty, assisting personnel will maintain absolute control of their post to assure the safety of innocent persons and to prevent escape of the subject(s).
- C. Assisting personnel will not act individually unless ordered to do so, unless if failing to act would jeopardize the safety or lives of other personnel or citizens.

16.9.7 COMMUNICATIONS SECTION RESPONSIBILITIES

- A. Communications will document the SWAT Team call-out information in CAD.
- B. Radio channel traffic will be cleared as soon as possible for the exclusive use of the SWAT Team and have a communications officer monitor the same.

16.9.8 INITIAL RESPONSIBILITIES OF THE FIRST OFFICER(S) ON SCENE

- A. Determine whether a high risk situation actually exists or is probable, under the circumstances.
- B. Request a clear radio channel ("10 33" traffic - emergency traffic only).
- C. Treat and evacuate any wounded persons and call PBFR, if necessary.
- D. Contain the situation as much as possible.
- E. Give the exact location of the incident and number of units required to establish an inner perimeter.
- F. Instruct responding units as to the safest access routes.
- G. Notify the respective shift supervisor.
- H. Detain all persons having information regarding the subjects(s) and circumstances surrounding the situation.

16.9.9 DUTIES OF THE FIRST SUPERVISOR ON SCENE

- A. Respond to the scene to confirm a high risk situation exists.
- B. If the situation warrants immediate action (i.e., a sniper who is firing, a barricaded subject who has fired or is firing, an armed subject with hostages, a suicidal person, etc.), the incident commander will contact the SWAT Team Commander or SWAT Team Leader and make every effort to contain and de escalate the situation.
- C. Once in contact with the SWAT Team Leader, all known information in regards to the incident will be relayed to the SWAT Team Commander or SWAT Team Leader so the determination can be made if the SWAT Team will respond to handle the incident.

Note: *In the event the first supervisor on scene is unable to contact the SWAT Team Leader, he/she will then contact the Assistant SWAT Team Leader.*

- D. If there is not sufficient time for the SWAT Team to respond and the situation is an immediate threat to human life, the on scene supervisor will coordinate the immediate action necessary to stabilize the situation within Department guidelines.

16.9.10 INCIDENT COMMANDER RESPONSIBILITIES

- A. Debrief initial response unit (s).
- B. Ensure inner and outer perimeters are established and adjacent areas are cleared of all uninvolved persons.
- C. Establish a command post, advising all concerned units of the incident location and of any streets or areas which may be unsafe for responding units to enter. Staff the command post out of the line of possible fire, where pertinent information can be compiled and additional uniform officers can safely report for assignment.
- D. Direct all responding members of the Department and any other department to report to the command post for assignment and briefing prior to deployment.
- E. Instruct members of the Department that they should not fire their weapons unless their life, or the life of another, is in imminent danger.
- F. Request Palm Beach County Fire Rescue and any additional necessary personnel with any additional equipment (i.e., surveillance) report to the command post.
- G. Deploy additional personnel when they respond:
 - 1. Assign personnel to cover exits and possible escape routes being certain to position themselves so they are not accessible to cross fire.
 - 2. Assign personnel to vehicle and pedestrian control.
 - 3. Keep a list of the location of deployed personnel.
- H. If possible, develop a chronological list of events and resources requested.
- I. The incident commander will be responsible for compiling all the initial on scene intelligence regarding.
 - 1. Location of subject (floor, room, roof).
 - 2. Types of weapons to which the subject may have access.

3. Identification of subject, including complete physical description, mental state and physical condition. Communicate this to all responding personnel.
 4. Subject's purpose, if known.
 5. What crime the suspect has committed or is threatening to commit.
 6. Physical description of any hostage(s) and communicate this information to all responding personnel.
- J. Establish and maintain an outer perimeter surrounding the situation in order to monitor and reduce the possibility of death or injury to innocent civilians or police members and to eliminate avenues of escape available to the subject (s). The size of the perimeter will be determined by the special threat circumstances.
- K. Designate or assign uniform patrol personnel to make contact with subject(s) in an effort to establish communications, begin negotiations and collect intelligence, in order to:
1. De escalate the high risk situation.
 2. Determine the demands of the subject (s) to minimize the potential for a violent confrontation.
 3. Determine the necessity to evacuate the area (i.e., homes, apartments, businesses, schools and churches).
- L. Relay information to the Communications Section regarding manpower deployment and information relative to the subject and any hostage (s).
- M. Contact the Chief of Police, via the Chain of Command, as soon as possible.
- N. Maintain media relations within Department policies until the arrival of the Public Information Officer.

16.9.11 SWAT TEAM ARRIVAL

- A. When the SWAT Team Leader or his designee responds to the scene, he will be briefed by the on scene supervisor as to the status of the situation.
- B. Once the incident commander has finished briefing the SWAT Team Leader in regards to the high-risk incident and positioning of the uniform personnel on scene, he will relinquish his tactical authority over the situation to the SWAT Team Leader. The incident commander will maintain control over the outer perimeters.
- C. The SWAT Team Leader will coordinate the replacement of Road Patrol units assigned to inner perimeter positions as needed.

D. The SWAT Team Leader will include consideration of the following when determining possible courses of action:

1. Deployment of the Special Weapons and Tactics Team members, including negotiators.
2. Possible gas munitions use.
3. Explosive devices.
4. Special tactics to be initiated.
5. Lethal force.
6. Medical attention and care.

16.9.12 TACTICAL ASSAULT

- A. The authority to commence an assault will rest with the Chief of Police or designee. This does not preclude taking appropriate action during exigent circumstances.
- B. The decision to commence an assault will be made only after other actions have been tried or the situation has or is rapidly deteriorating to where a threat to human life exists.
- C. Operating procedures in which the assault will be conducted will be the responsibility of the SWAT Team Commander and executed directly by the SWAT Team Leader and the SWAT Team.

16.9.13 MEDIA PROCEDURES

- A. When a tactical situation has been resolved, hostages may be interviewed after they have been debriefed by Department investigators, provided they have given their consent.
- B. Determination of media access will be determined by the Incident Commander and will be governed by the totality of the circumstances.
 1. Under no circumstances will media be allowed into the inner perimeter during a high risk situation, unless directed to do so by the Incident Commander.
 2. Access to the command post by media will be limited, and confined to a specific area near the command post. Police personnel will not be responsible for actions taken by media members once those media members have been briefed of the situation and their mobility restrictions.

16.9.14 JURISDICTIONAL RESPONSIBILITY

The Incident Commander, or designee, in command of a high risk situation, will retain such command until relieved by the Chief of Police or another authorized law enforcement agency clearly establishes jurisdictional responsibility or until the situation exceeds our operational capabilities.

16.9.15 ASSISTANCE IN THE SERVING OF WARRANTS; PLANNED ARRESTS; OR NARCOTIC TRANSACTIONS BY SWAT TEAM

- A. Warrants will be served by the SWAT Team when there is the possibility that the safety of an officer would be in jeopardy without the use of the special equipment and training that the SWAT Team can provide.
- B. When at all possible, the SWAT Team Commander or designee should be given 48 hour advance notice that the SWAT Team will be needed to serve a warrant.
- C. Only Commanders and Supervisors may request the SWAT Team through the SWAT Team Commander for assistance when serving search warrants, making preplanned arrests or when making high-risk narcotics transactions.
- D. When the decision has been made to use the SWAT Team, the SWAT Team Commander will confer with team leaders and together they will determine the number of personnel necessary to serve the warrant.
- E. The SWAT Team Commander or designee will have primary authority concerning SWAT Team tactics. The SWAT Team Commander will report directly to the Incident Commander.
- F. It is the SWAT Team's responsibility when assisting in serving warrants to render the premises safe and, when possible, to prevent the destruction of evidence.
- G. When the premises described in the warrant and all people within the premises have been secured, some SWAT Team members will act in a security capacity. The unit or officer(s) who obtained the warrant will conduct the search and/or the arrest of offenders and reading of the warrant.
- H. The SWAT Team will stand down when the Incident Commander determines that the scene is secure. This decision will be in consensus with the SWAT Team Leader conducting the search. Conflicts will be resolved by the SWAT Team Commander or SWAT Team Leader.

16.9.16 USE OF EXPLOSIVE DEVICES

- A. Only those members trained and certified in the use of explosive devices are authorized to use such a device.
- B. The use of an explosive device is situational and the criteria for use may include, but is not

limited to, SWAT call-outs such as a hostage situation, armed and barricaded suspect, or other incident as approved by the Chief of Police or designee.

- C. Explosive devices will only be transported in the event of an incident by the SWAT vehicle or other vehicle as authorized by the SWAT Commander.
- D. A Special Operations Plan will be completed and submitted for approval through the chain of command to the Chief of Police for all pre-determined deployments of an explosive device.
- E. A documented After Action Report will be completed after the deployment of any explosive device and submitted through the chain of command to the Chief of Police.
- F. In the event an explosive device is utilized for training or demonstration purposes, the use will be documented and maintained in the training file.
- G. An annual inventory of all explosive devices will be conducted by the SWAT Commander, or designee.
- H. The SWAT Commander, or designee, will ensure all explosive devices are stored in a secure storage container in accordance with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) regulations.

16.9.17 DEBRIEFING

- A. Once a high risk situation has been diffused, the SWAT Team Leader will be responsible for conducting a short meeting of all personnel involved in the situation.
- B. Those personnel will meet to be debriefed and provide details with regard to the incident.
- C. The SWAT Team Leader will insure that an after action report of the situation is prepared and submitted to the Chief of Police within 48 hours of the event.

16.9.18 ANNUAL REVIEW

The SWAT Team Commander will conduct a documented annual analysis of all SWAT Team operations conducted in order to reveal patterns or trends that could indicate training needs, equipment upgrades, and/or policy modifications.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.1 - Investigations**

Subject: Investigations	Issued: 05/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 12/18
Signature: <i>Signature on File</i>	Revision #: 7

PURPOSE

The purpose of this General Order is to provide guidelines and procedures for the proper investigation of all criminal cases handled by the Jupiter Police Department, and ensure that each case assigned to the Criminal Investigations Division (CID) is properly documented, assigned and recorded, and to outline the manner in which such assignments and recordings will be performed.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will conduct professional and thorough investigations regarding reported criminal activity, in accordance with the laws of the State of Florida. It will also be the policy of this Department to investigate any other incident, as directed by the Chief of Police, which has the potential to affect the safety and security of the citizens of Jupiter.

On call investigative members of the Jupiter Police Department will be identified through a schedule posted and distributed to all concerned members.

Investigators normally attend patrol shift briefings, as needed. Attendance at these briefings should serve to enhance cooperation and permit the timely dissemination of information.

17.1.1 PRELIMINARY INVESTIGATIONS

Preliminary investigations will be as complete as possible, including the arrest of the offender. The investigative report will contain all relevant investigative actions taken and any further progress made during the initial investigation.

A. The first officer arrives at the scene. The first officer will:

1. Protect life;
2. Render aid;
3. Obtain medical/counseling assistance for victims of sexual violence;
4. Secure and protect the scene;
5. Secure and protect evidence; and
6. Locate and identify all witnesses.

B. The officer conducting the investigation will:

1. Observe all conditions, events and remarks, and record them in an Offense Incident Report;
2. Locate and identify the witnesses, complainant(s), and suspect(s);
3. Maintain and protect the crime scene and collect evidence, to include requesting a Crime Scene Technician (in accordance with General Order 17.16 Collection, Preservation and Submission of Evidence);
4. Submit physical evidence to the Property/Evidence Unit.
5. Interview the complainant(s), victim(s), witnesses, and the suspect(s), if possible.
6. Arrest the perpetrator of the crime, if probable cause can be determined;
7. Search for and recover property removed or taken by the perpetrator; and
8. Complete an Offense Incident Report including all details of the investigation, along with any additional forms which are necessary.

C. If it is determined, following a case screening by the shift supervisor, that a preliminary investigation requires follow up by an investigator, then the shift supervisor will forward a copy of all reports and other necessary forms to the Criminal Investigations Division (CID). The CID Supervisor will review such reports and determine their category of solvability, and then assign an investigator to further investigate the case.

D. Shift Level Follow Up (SLF):

Cases which are assigned to the investigating officer on a shift level basis. The Shift Commander will be responsible for maintaining records of the assignments.

17.1.2 CASE SCREENING

Each Offense Incident Report will be thoroughly reviewed by a shift Supervisor.

A. The reviewing shift Supervisor will ensure that:

1. All appropriate lines, blocks or entry items are correct and complete;
2. The crime classification is complete;
3. The correct report forms are used;
4. Spelling, grammar, and phraseology are correct and/or appropriate;
5. All pertinent information is documented;
6. The report is clear and legible; and
7. To the fullest extent possible, leads, clues or suspect information have been pursued at the preliminary level and a good faith effort has been made to solve the crime.

B. Report correction A shift Supervisor will return for correction reports not meeting the designated criteria.

1. Reports will be returned to the originating officer.
2. Corrections will be made by the officer's next working day.

C. Each case will be evaluated by the shift Supervisor for follow up investigation based on the following solvability factors:

1. Was there a witness to the crime?
2. Can a suspect be named?
3. Can a suspect be located?
4. Can a suspect be described?
5. Can a suspect be identified?
6. Can a vehicle, if involved, be identified?

7. Is there a significant method of operation (M.O.) Present?
8. Is there significant physical evidence present?
9. Is there a significant piece of information that may lead to an arrest?
10. Is this crime of significant public interest to warrant a further investigation?

17.1.3 FOLLOW-UP INVESTIGATIONS

- A. Officers are encouraged to follow up on preliminary investigations for the purpose of case closure, arrest, and the recovery of property or missing persons, when practical. The original investigating officer is responsible for conducting follow up investigations unless a supervisor assigns the case to another officer or to CID.
- B. Follow up investigations will be the responsibility of the original investigating officer, unless such follow up responsibility has been reassigned by a Supervisor to another officer or investigator. The case officer will be accountable and responsible for the case until it is completed. The steps listed below will be followed in conducting a follow up investigation:
 1. Reviewing and analyzing all previous reports prepared in the preliminary phase, departmental records, and results from laboratory examinations;
 2. Conducting additional interviews and interrogations;
 3. Seeking additional information (from uniformed officers, informants);
 4. Planning, organizing, conducting searches, and collecting physical evidence;
 5. Identifying and apprehending suspects;
 6. Determining involvement of suspects in other crimes;
 7. Checking suspects' criminal histories;
 8. Collect any physical evidence that may have been overlooked during the preliminary investigation;
 9. Preparing cases for court presentation; and,
 10. Assist in prosecution.
- C. Maintaining contact with principals in any investigation is valuable in building public confidence in the agency as well as indicating that the law enforcement officers are genuinely concerned about the welfare of the victim and other citizens associated with the case.

17.1.4 CASE FILE MANAGEMENT AND ASSIGNMENT

- A. CID will maintain a case status control system, which will contain the date of assignment, investigator assigned, Supervisor who assigned the case, and incident number.
- B. Cases assigned to investigators will have the case status designation of "pending investigation results" entered into the case status control system while the case is active.
- C. Responsibility and Accountability
 - 1. Cases will either be assigned to an Investigator or screened "inactive" by the CID Supervisor according to solvability factors.
 - 2. The assigned investigator will be the principal investigator, case coordinator and accountable for his/her case. This does not preclude the assignment of more than one (1) Investigator to a complex case. The purpose is to affix responsibility to one (1) person for each case. This is not intended to discourage the "team approach" to investigations.
 - 3. Cases requiring specialized skills, knowledge, or ability should be assigned to those personnel having that expertise.
 - 4. The CID Supervisor will forward assigned and screened case reports to the CID Administrative Assistant on a daily basis. The CID Administrative Assistant will enter and maintain case assignments into the case file management computer system.
- D. Classifications

The following classifications will be used by the CID Supervisor when reviewing cases which are referred to the Section:

- 1. Assigned Cases:
 - a. All criminal cases with one or more solvability factors and workable leads.
 - b. All major cases such as homicide, robbery, sexual battery and auto theft cases, regardless of solvability factors and workable leads.
 - c. All high profile and/or sensitive cases where investigative follow up would be in the best interest of the Department.
 - d. Non criminal cases such as missing persons or post arrest follow ups.
- 2. Inactive: Criminal cases where no solvability factors or leads are present.

17.1.5 CASE RESPONSIBILITY AND REPORTING

A. Case Assignment

Once a case has been assigned to an Investigator, it is the Investigator's responsibility to make a "second contact" with the victim. The purpose of this "second contact" is to:

1. Obtain any additional information;
2. Advise the victim of the status of the investigation; and
3. Assure those affected by the crime, that the department is making a concerted effort to solve the case, and are concerned with the safety and welfare of the victim and other citizens associated with the case.
 - a. Investigators are required to make this "second contact" with the victim within five (5) working days of receiving the case for investigation.
 - b. Should there be a change in the status of a case that has been assigned; Investigators are required to notify the victim within five (5) working days of the change.
 - c. This notification may be by phone or in writing, and will be documented in the Investigator's supplemental report.
4. The following cases are automatically assigned for follow up investigation:
 - a. Homicide
 - b. Sexual Battery
 - c. Robbery
 - d. Aggravated Battery
 - e. Auto Theft
 - f. Missing Person

Note: *Due to the seriousness of these incidents, investigators should approach the investigation in a systematic manner which affords every opportunity to solve the case. The Investigator should cover every possible aspect and avenue that may present a lead.*

5. Cases that do not indicate solvability factors (no leads) will be placed in an inactive status. This allows resources to be utilized on those cases offering the greatest potential for closure
6. The CID Supervisor is responsible for evaluating which cases have no leads and will

take into consideration the following factors:

- a. No suspects
- b. No witnesses
- c. No traceable property
- d. No significant modus operandi
- e. No significant physical evidence

- 7. It is the responsibility of the investigator assigned the case to obtain from the victim any numbers of serialized articles not on the original report, and have same entered into the FCIC/NCIC systems.
- 8. When an investigator initiates a complaint, he/she will have Communications personnel assign a case number to the report, which will be forwarded to the CID Administrative Assistant, who will record the assignment of the case to the investigator in the case management system.
- 9. Investigators who close or otherwise assume responsibility for a case not originally assigned to them, will ensure the CID Administrative Assistant is made aware of the change in assignment status in order to accurately reflect such change in the case management computer system.

B. Suspending Investigative Efforts When an investigation becomes inactive, it means that all available leads and sources of information have been exhausted. Inactive status is indicative of a case that has not been cleared. Inactive cases are not closed. If new information or evidence in the case should develop, investigative efforts may be resumed. Criteria for suspending investigative efforts involves the continued application of solvability, degree of seriousness factors, and may include a lack of further leads or unavailability of investigative resources. Criteria for placing a case in an inactive status are:

- 1. Absence of further leads or solvability factor.
- 2. Unavailability of investigative resources.
- 3. Cases which are completely investigated and do not result in an arrest or are exceptionally cleared will receive a designator of no further leads.
- 4. All assigned follow up investigations will be reviewed by a unit Supervisor prior to the suspension of investigative activity.

C. Upon completion of the investigation, all assigned case files will be forwarded to the CID

Supervisor for review and approval. One of the below listed clearance types or "inactive" case status designations will be used to describe the disposition of the investigation:

1. Cleared by Arrest Case was cleared by arrest.
2. Exceptionally Cleared:
 - a. Death of Offender
 - b. Victim/Witness Refused to Cooperate - The victim/witness in the case declines to assist further in the investigation, even though the perpetrator is known and could be prosecuted with the victim's/witness's cooperation. If the case is exceptionally cleared based on the victim's decision not to prosecute, a Waiver of Prosecution form should be executed.
 - c. Prosecution Declined - The case was presented to the State Attorney's Office, who in turn decided not to prosecute.
 - d. Any other circumstance that satisfies the requirements of exceptionally cleared as defined by current UCR reporting standards.
3. Unfounded No criminal violation exists.
4. Inactive A follow up investigation was made on the case which failed to identify any suspect(s), or the victim in the case declines to assist further in the investigation, and/or the identity of the offender(s) is unknown.
5. Upon receipt of notification of case disposition, the CID Administrative Assistant will record such disposition in the case management computer system.

D. Case Files:

1. The records management system maintains all original investigative and supplemental reports. Only authorized personnel have access to the records management system and all files are maintained in accordance with Florida public record laws.
2. Investigators maintain an electronic case file on all cases in which investigative activities are ongoing and all supplemental reports are updated within the records management system.
3. The investigator's case file will contain, when applicable:
 - a. A copy of the preliminary investigative report.
 - b. Records of statements.

- c. Results of examinations of physical evidence.
 - d. Case status reports.
 - e. All other reports, records and miscellaneous correspondence necessary for investigative purposes.
4. Only CID personnel have access to the CID case files.
- E. All reports of investigative actions completed will be documented electronically and entered into Records via the records management system.
- F. Records relating to active vice and organized crime investigations will be maintained separately from the central records system, by the CID Supervisor or designee.

17.1.6 GENERAL INVESTIGATIVE PROCEDURES

This section addresses some basic investigative techniques and procedures regarding some of the crimes investigated by this Section, as well as useful investigative aids in preparing a criminal case for prosecution. In all cases, the Florida State Statutes and the Florida Standard Jury Instructions should be reviewed for a complete definition of the necessary elements for prosecution.

A. Homicide

1. The CID Supervisor, On Call Investigator, Crime Scene, Medical Examiner, and a representative from the State Attorney's Office will be notified to respond to all homicide scenes.
2. The CID Supervisor will determine the need for additional Investigators and other resources as needed.
3. Interview the person who called the police, if applicable.
4. Identify any bystanders, to determine if they saw anything, and interview them if possible.
5. Find out if anyone saw the perpetrator and knows his/her identity.
6. Do not move or take anything from the scene until the Crime Scene Technician has completed his/her investigation.
7. Observe the location and condition of the body, any blood, weapons or other evidence that may be present. Crimes of violence will usually result in some kind of physical evidence of what occurred bloodstains, footprints, clothing with trace evidence, and so on. While Crime Scene personnel will collect the evidence, the

investigator should note its presence rather than wait to read a Crime Scene report days later.

8. Take notes. This cannot be overemphasized, because memory can fail, particularly over a long period of time.
9. If you have a witness who can describe the perpetrator, have a composite sketch done as soon as possible.

B. Sexual Violence

Guidelines to follow regarding all complaints of Sexual Violence, Battery and/or Lewd, Lascivious, or Indecent Assault Upon a Child as defined in F.S.S. 794.011 and 800.04 are:

1. Ascertain if the victim has any injuries, pain or bleeding. This should be the first concern of the first officer on the scene. Get medical treatment if necessary.
2. Determine as quickly as possible when and where the incident occurred if not known. This is necessary to establish jurisdiction and to protect the crime scene and any evidence. The information will be reflected in the written report that will be completed by the officer.
3. An incident report will be done in all cases involving sexual violence.
4. Notify the Palm Beach County Victim Services Sexual Assault Program to determine if and when an examination should be conducted, and transport the victim to the Jupiter Medical Center, if necessary. (Exception are children who are examined at St. Mary's Medical Center)

Note: *As stated in F.S.S. 960.28, sexual battery victims will not be charged for medical expenses connected with an initial forensic physical examination.*

5. If the victim is a child of twelve (12) years old or younger, the Child Protection Team will generally be used for conducting examinations and interviews. Depending upon the situation, the CPT interview or examination may not be conducted immediately after the incident. However, the Investigator will still need to respond to interview witnesses and speak with the victim's parents regarding the investigative steps that will follow.
6. Jupiter Police Department Crime Scene should be notified to process extensive crime scenes. If the scene is too extensive, assistance may be requested from other agencies utilizing Mutual Aid.
7. If the victim can be interviewed, ask him/her to describe in detail:
 - a. The assailant's physical description;

- b. Events preceding and subsequent to the attack; and
- c. Specific acts the assailant performed or had the victim perform. This area should be addressed graphically but delicately. Tact and patience are necessary at this stage, in order to get the victim to trust and confide in the investigator.

Note: *If the victim is a child twelve (12) years old or younger, do not attempt to do a detailed interview. This will be done by a member of the Child Protection Team. Statements obtained from parents or family members are often a good source of information in these cases.*

- d. Ask the victim if he/she resisted, and if so, how. Note any injuries the victim may have inflicted on the assailant.
 - e. Determine if a firearm, other weapon or force was used.
- 8. Do not let the victim smoke, eat or drink for at least 30 minutes prior to a sexual assault examination.
 - 9. Do not let the victim change clothes or bath.
 - 10. The Crime Scene Technician/Investigator will be responsible for the collection of evidence at the scene. However, there may be a time when this responsibility is left up to the reporting officer. In addition to photographing and processing the scene for latent prints, the officer should also collect bed covers, blankets and other items that may contain trace evidence. If the victim has already changed clothes, collect the clothing to include undergarments. Handle each item as little as possible and only when wearing latex gloves.
 - a. Each garment should be placed in a separate bag. Underwear, hosiery, slips and bras should be placed into small individual paper bags.
 - b. Wet stains, such as blood or semen, should be allowed to dry and then placed into paper bags and folded inward. If excessive moisture is still present at the time, the evidence needs to be collected, placed in an unsealed plastic bag and then into a paper bag. Labels should be affixed to the outside of the paper bag to alert the lab that wet evidence is present.

C. Child Abuse

See General Order 18.2, Child Abuse Investigations.

D. Robbery

- 1. Bank Robberies:

- a. Notify the FBI as soon as possible. Bank Robbery is a federal crime as well as a state crime. Most banks will have made this contact before the investigator arrives. Coordinate efforts with the Special Agent on the case.
 - b. Obtain detailed statements.
 - c. Have witnesses assist in the construction of a composite sketch of suspects.
 - d. A camera is normally installed. Have the film processed so photographs can be obtained.
2. Other Robberies:
- a. As soon as possible, have a sketch or composite prepared.
 - b. Re interview victims and witnesses after receiving the case to confirm existing information and obtain new information.

E. Burglary

1. Interview the Victim - The investigator may learn valuable facts about the victim. Leads may develop from learning the name of the victim's insurance company, if they have pawned any items recently. In commercial burglaries, bankruptcy seizure may be imminent. These provide motives for money strapped people.
2. Examine the Scene - Even though another officer has done this and processed the scene, items of evidence may be discovered or beneficial information obtained. Footprints, tire tracks, bits of fiber, fingerprints and other things may have been overlooked. Pry marks should be examined closely for purposes of determining what instrument was used to gain entry.
3. Property Receipt - It is necessary to get a detailed list of items stolen, and any serial numbers available. The victim should establish the reasonable value of the property. FCIC/NCIC entries should be made on the items marked with serial numbers.
4. If an MO fits a known burglar, the investigator should attempt to question that person and check out any alibis given.

F. Auto Theft

1. Obtain the license plate number and vehicle identification numbers (VIN) to enter the vehicle in the FCIC/NCIC system.
2. Establish that there was no specific or implied consent for someone to take the vehicle. This is a particular problem with rented vehicles and when boyfriend/girlfriend or family situations exist. Caution must be used in assessing

these situations.

3. Inquire about the possibility of repossession. Vehicles impounded by court order are not stolen. Vehicles that have been self help repossessed by the lien holder due to delinquent payments are not stolen. The situations are explicitly permissible by law. Repossessions are supposed to be reported to the affected police agency by the repossessing agent.
4. Request a teletype BOLO be issued on the stolen vehicle.
5. Upon recovery of a stolen vehicle, the following procedures will be followed and documented accordingly:
 - a. Attempt to have a vehicle processed for fingerprints and other evidence
 - b. Ensure that all FCIC/NCIC entries are canceled.
 - c. Notify the registered owner their vehicle has been recovered as required by F.S.S. 812.062 (1). If unable to notify the registered owner, attempts shall be documented in the supplemental report and a certified letter will be sent return receipt requested notifying the owner of the recovery.

G. Larceny

1. Obtain a complete list of items stolen, their description, serial numbers if applicable and value of items. The investigator may receive a supplemental list of property that was not discovered at the time of the original report.
2. Upon recovery of stolen items, ensure that all FCIC/NCIC entries are canceled.

H. Forgery

1. Establish the venue where the forgery actually occurred.
2. Collect and submit all documents suspected of being forged to the Evidence/Property Unit.
3. Obtain handwriting exemplars from any suspects.
4. Construct photo line ups to show witnesses once a suspect is established.

I. Battery

1. Interview the victim to determine the extent of injury, if any, and the type of weapon used, if applicable.
2. Interview the victim and witnesses for details of incident and description of perpetrator, and attempt to have a composite sketch done.

3. Obtain medical records and photographs of injuries.

- a. In proving great injury or permanent disability or disfigurement, medical proof of the extent of the injuries and treatment given should be obtained. The doctor or the hospital will often release these records upon receiving an authorization for release from the victim. If not, records will have to be subpoenaed by the State Attorney, unless obtained by the victim.
- b. It is a good idea in any battery case for the investigator to have any injuries photographed that are alleged to be the result of the attack. This should be done as closely following the report of the crime as possible.

17.1.7 GENERAL INVESTIGATIVE TECHNIQUES

BACKGROUND INVESTIGATIONS - The following procedures will be utilized when conducting background investigations:

- A. The purpose of the investigation will be identified.
- B. Identifying potential sources of information such as, but not limited to:
 1. Jupiter PD Intelligence.
 2. Criminal History and PBSO Palms history
 3. Driver's License Photos and Records - A good source of known photos is the State Driver's License Bureau. A driver's license photo may be obtained by CID or the Communications Section via the CJNET computer.
 4. Investigative Subpoenas
 - a. Instant Subpoena - An investigative tool where the State Attorney's Office has the authority to subpoena witnesses. Since any information or admissions obtained from the witness cannot be used in any criminal investigation or proceeding against that witness, it is a good idea to utilize the instant subpoena as a last result.
 - b. Duces Tecum - An investigative tool where the State Attorney's Office has the authority to subpoena records, pictures, tapes and other documents pertaining to a criminal investigation. This subpoena should be utilized in cases where the person or company who has custody of such records, tapes, pictures and other documents, is unable to release them, and the release of this information would further the criminal investigation.
 5. Debrief all potential witnesses / cooperating individuals.

6. Identification of property through such sources as the Tax Appraiser or a utilities company.
- C. All information obtained as a result of a background investigation will be incorporated into a report. The information should be used to reveal physical or circumstantial evidence, reveal witnesses, and other individuals connected with the crime, or provide information which may be utilized in obtaining a search warrant.
- D. Purging and retention of background investigations will be in compliance with Florida General Records Schedule for Law Enforcement.

ELECTRONIC AND PRINT MEDIA - The media should be utilized as an investigative tool whenever the public's help is needed to identify perpetrators and/or witnesses of a crime which is under investigation.

- A. An effort should be made to minimize the potential negative exposure reflected upon any victims or businesses that may be affected by media attention. Additionally, those victims or businesses should be contacted and advised of the media coverage prior to it occurring.
- B. A request should be made to the media not to identify victims and businesses by name unless the release of such information is needed to further the investigation or ensure public safety.
- C. An example would be to identify potential witnesses who were at a certain location where the crime occurred and may have seen something or may have pertinent information regarding the crime.
- D. Another example would be when you have a serious on going situation where there is a need to warn the public to stay away of a certain location.
- E. The release of photographic and video evidence regarding an on going investigation will be done only in those cases where the identity of a perpetrator is unknown and the public's help is needed to identify the unknown perpetrator.

OBTAIN THE VICTIM'S FINGERPRINTS - It may be necessary to obtain fingerprints of victims when identifiable fingerprints have been recovered from a crime scene for elimination purposes.

CONSTRUCT PHOTO LINE UPS - Whenever there are eyewitnesses to a crime, if it is possible, attempts should be made to have the witnesses identify the perpetrator. One of the easiest methods is the photo line up. It consists of six photographs similar in nature and appearance to the suspect and includes the suspect. The victim or witness is then asked to look at the photos and determine if the perpetrator is among them. If so, the person is asked to indicate which photo on the prepared affidavit section of the line up.

SEARCH WARRANTS - An investigative tool issued by a Judge, giving the specified law enforcement agency the authority to search for specified evidence as it relates to a crime.

CVSA - A good investigative tool to be utilized in conjunction with investigative leads and interviews of available suspects, victims and witnesses. The CVSA is used to test validity of statements, develop leads and obtain case direction. Prior to utilizing the CVSA, the investigator should have reason to believe that the victim, suspect or witness is being deceptive.

FORENSIC ANALYSIS OF PHYSICAL EVIDENCE - When a forensic scientist examines physical evidence, it is usually for the purpose of identification and/or comparison of the evidence.

A. Identification

The purpose of identification is to establish the physical or chemical identity of a substance within the parameters of current analytical techniques. Identification involves applying known testing procedures for a specific known material to the suspect material. The results have to be identical to the test results obtained from the known material. Additionally, the tests must be sufficient to eliminate any other substance. Forensic identification can be accomplished through:

1. DNA (Deoxyribonucleic Acid) It is the genetic "blueprint" of the human body. DNA is the molecule in every cell of the body that has the genetic information which makes every person distinct, determining individual characteristics such as sex, eye color, size and skin pigmentation. The DNA molecule is different in every person except identical twins.
2. Sources of DNA:
 - a. Skin and other tissue
 - b. Blood
 - c. Semen
 - d. Saliva
 - e. Urine
 - f. Bone
3. Fingerprints - The most common method of scientific identification is the latent print analysis done by a Certified Latent Print Examiner. Latent prints recovered at the scene of a crime can be matched to a particular individual if the latent print possesses enough ridge points. The identification is done by:
 - a. Matching latent prints with the fingerprints of a known suspect.

- b. Submitting latent prints to the A.F.I.S.
- c. The determination of whether the latent prints are of the quality to submit to A.F.I.S. will be made by the Certified Latent Print Examiner.

B. Comparison

Comparison is the process by which suspect and control specimens are examined in order to determine whether or not they have a common origin. Paint, firearm ballistics and hair examination are good examples of comparison analysis.

1. Individual Characteristics Evidence has individual characteristics when it can be linked to a common source with a high degree of probability. Good examples of this are the matching of striation marks on bullets, tool marks and the matching of irregular pieces of items such as broken glass, broken knife blades and torn cloth.
2. Class Characteristics When evidence can only be shown to belong to a group as opposed to a single source, it has class characteristics. Examples of this would be automobile paint chips, where it may be determined at best to belong to one car model and not a specific car, and blood where it is determined to belong to a certain type.

17.1.8 INTERVIEWS - LOCATING WITNESSES

When conducting an investigation, one of the most difficult tasks is locating victims, witnesses and suspects, and interviewing them. This section will provide some basic information on locating the aforementioned subjects, and interviewing them after they are found.

- A. Neighborhood Canvas - It is generally a good idea to canvass the surrounding neighborhood of a crime scene since curious neighbors and other unknown witnesses may be discovered who might not otherwise step forward. Newspaper carriers, postal carriers and lawn maintenance people are examples of individuals who might normally be in the area at the day and time of the incident.
- B. Employers - Present or past employers of a suspect, victim or witness can be valuable sources for obtaining addresses for the persons or others who might know where the persons can be found. Generally, early or late in the day are not good times to contact employers since they are busy opening or closing for the day. Employee job applications are good sources of information.
- C. News Media - Newspaper articles and the reporters who wrote them are good potential sources for leads on a person's whereabouts. This can also apply to radio and television media personnel.
- D. Telephone - Checking telephone books is a first step in finding a person whose name is known to the investigator. The pitfall here is when the book has been published for some time; the information may be obsolete due to the number being changed or the subject

having moved. Checking the address shown may reveal former neighbors that know where the person is currently residing. If the directory information is nonexistent or obsolete, the information may be available through directory assistance. Unpublished numbers can be obtained but unlisted numbers may not be obtained without a subpoena. It may also be possible to get the telephone personnel to contact the person and advise them that you are trying to make contact.

- E. Postal Authorities - This is an area which is governed by Federal Law. However, since the passage of the Freedom of Information Act, address information is available. Forwarding addresses can be obtained from the Post Office upon request. A formal written request may be required depending upon the local authorities. Certified, registered mail and return receipt requests are good methods for obtaining addresses. When a letter is mailed to a last known address and the receipt is returned, it will show the address where the letter was delivered.
- F. Last Known Address - This is an excellent place to start looking for someone. Neighbors may know where the person who is suspect or witness is now living or working. They may also be able to provide the name of the moving company, if any, which could provide the new address. Landlords may possess information not known to neighbors or others such as last known employer, forwarding address and names of references the subject provided.
- G. Check School Records - School records can provide the new address of the subject being searched for, if the name of the child is known. It can then be determined at which school the child is currently registered and subsequently the new address obtained from the registration records.
- H. Utility Companies - Gas, power and water utility companies are another possibilities. Since the company must have a current address for billing purposes, obtaining this information may be possible if their policy permits its release.
- I. Occupation or Profession - persons engaged in an occupation or profession which requires a license may be located through the government entity which is responsible for the licensing. Lawyers, doctors, real estate brokers and public accountants are some of the professions which must be licensed.
- J. Other Public Documents - Documents on file with government agencies are basically open for examination and copying. Birth and death certificates, marriage records, school records, motor vehicle registrations, divorce records and social security records are some of the many records available to the investigator. Social security employment records are extremely beneficial since they will reflect where the person you are looking for was employed in the previous six month period.
- K. Reverse Look-Up Directories - These provide names, addresses and published phone numbers of residents living in single family housing, apartments or condominium complexes. The directories are also like telephone directories in that the information provided may be obsolete at or shortly after the book is published and circulated. But it

may at least provide information not previously known to the investigator.

- L. Law Enforcement Agencies - Accident, arrest and other incident reports will generally show a person's address who has been mentioned. A check for criminal histories may reveal useful information from other agencies.
- M. Accurint - This service can provide a variety of leads or directions for the investigator to follow in search of a particular witness or suspect. Some of the information contained in Accurint is last known addresses, vehicle and vessel registrations, arrest histories, business corporations, driver's license information, relatives or associates, and more.

17.1.9 INTERVIEWING WITNESSES

Suspects, victims and other witnesses are interviewed for the purposes of establishing what acts occurred, obtaining eye witness accounts, identifying the perpetrator(s) and locating physical evidence. An investigator has to apply his/her knowledge of human nature in order to determine as many pertinent facts, both positive and negative, as possible. Anyone having knowledge about an incident is a witness, even the perpetrators. Witness and victim accounts of an event may vary according to their individual perceptions. The more testimony available the better the investigator is able to sort out fact from perception, and thereby establish the correct facts (who, what, where, when, how and why) regarding an incident.

A. Interview Preparation

1. Before interviewing someone, you should properly prepare for the interview by becoming familiar with the facts of the case and the content of all existing written statements. If possible, determine which witnesses and victims are friendly and hostile. List them and prepare questions for each. Friendly witnesses are helpful and generally will not object to more than one interview, while hostile ones may agree to only one. It is helpful to know information about the witnesses' and victims' backgrounds before the interviews are conducted.
2. When conducting an interview, do not interview more than one person at a time. The reason is that other people you wish to interview may hear statements that will influence their recollection of events that occurred. It is a good idea to make prior appointments to interview friendly witnesses but not with hostile ones.
3. Appointments can help assure the continued cooperation of a friendly witness, but spontaneous interviews with a hostile subject can be beneficial in that he/she cannot "prepare" the testimony he/she will give the investigator. Hostile subjects may be conveniently unavailable when the interview time arrives.

B. Interview Environment

No strict rules exist regarding the best places to hold an interview. Police stations, homes,

and places of employment are the most common places for interviews. Here are some pros and cons for each location:

1. Police Stations

- a. Psychological advantage for the investigator.
- b. No friends or family to distract them.
- c. A hostile witness may resent the environment and become uncooperative.
- d. Availability of recording and photocopying equipment.

2. Homes

- a. Interviewees may feel more comfortable and be helpful if at home.
- b. Distractions and interruptions are more difficult to control.

3. Places of Employment

- a. The witness may feel the pressure to return to work quickly and will easily provide his/her information.
- b. The witness who has been hard to find or uncooperative in appearing for an interview may readily agree to further requests in order to avoid the investigator contacting him/her at work.
- c. The witness may resent being "pulled off the job" and become uncooperative.
- d. A suitable place to talk may not be available at the work place. This depends on the kind of work the witness does and where he/she works.

C. Interview Techniques

An investigator's demeanor while dealing with a person being interviewed may well decide the degree of success or failure of an interview. A friendly yet businesslike demeanor is preferable to a harsh, aggressive one. Chatting informally with the person being interviewed will help to "break the ice" and start the interview off on a good foundation. Also, it may indicate if the person will be helpful, hostile or reluctant.

D. SOME DO'S AND DON'TS TO CONSIDER:

- 1. Be a good listener. Hear what the subject is saying and their tone of voice.
- 2. Be a good observer. Observe the mannerisms of the person being interviewed.

Physical expressions of the body are important indicators also known as "body language."

3. Be impartial. The investigator is an objective fact finder.
4. Be patient. Some people take longer to interview than others.
5. Be sympathetic. This is very important when dealing with victims and suspects in violent and repulsive crimes of deviant behavior, sexual battery, and others.
6. Don't show anger or abusive behavior toward the witness. The investigator should control his personal emotions and direct his energy toward getting all the information he/she can from the subject being interviewed.
7. Don't let your personal values, beliefs or lifestyle interfere with your objective analysis of the information or the subject.
8. Don't ask leading questions. The subject may perceive the answer you are looking for and give it as an answer or feel you are insulting their intelligence.
9. Don't provide any more information about the crime than necessary. Remember you are trying to obtain not disseminate information and the person being interviewed, if not currently a suspect, may become one later in the investigation.

E. Questioning Methods

1. Indirect consists of letting the witness talk without interruption or direct questioning. This is good in initial interviews and in subsequent ones so long as the person doesn't begin to ramble and get off the issue.
2. Direct asking questions that directly address specific areas and are designed to elicit specific information. This technique is currently applicable when dealing with a suspect, anyone who is reluctant or uncooperative for some reason or the person who claims to know nothing about the incident.

17.1.10 INTERVIEWS OF SUSPECTS

It should be understood and accepted at the beginning that different judges have varied interpretations and opinions regarding questioning suspects and the admissibility of statements obtained from them. Guidelines from the State Attorney should be followed in the area of interrogation. However, this section provides some information from standing U.S. Supreme Court decisions that hopefully will be beneficial.

A. Types of Interviews

1. Custodial Interview Any interview or contact between a law enforcement officer and a suspect, where either the suspect is not free to leave, or the law enforcement officer's actions would lead a reasonable man in the suspect's shoes to believe he/she is not free to leave.
2. Non Custodial Interview Any interview or contact between a law enforcement officer and a suspect where the suspect is free to leave, and the law enforcement officer's actions would not lead a reasonable man in the suspect's shoes to believe he/she is not free to leave.

B. Miranda Warnings

Miranda Warnings must be given to all suspects during Custodial Interview, before the suspect can be questioned regarding his/her involvement in criminal activity. In other words, if the suspect is not free to leave or is made to feel like he/she is not free to leave, Miranda Warnings should be given.

C. Constitutional Protections All Jupiter Police Department members who engage in any law enforcement activity that involves a person being investigated, arrested or processed, will make certain all rights and protection afforded by the Constitution of the United States, are granted.

D. During the course of their duties, members must not participate in any action which would:

1. Cause a suspect to be coerced to admit or involuntarily confess to a crime.
2. Cause a failure to inform an individual of their constitutional rights.
3. Deprive an individual of counsel.
4. Create pretrial publicity that would tend to prejudice a fair trial.
5. Cause a delay in any court appearance, including arraignment, or in any way inhibit access to the court.
6. Impede an individual's opportunity to make bail.

E. Detention Facility Interview Room

Members using the interview room in the Detention Facility area to conduct custodial interviews with prisoners will adhere to the following:

1. Do not leave prisoners unattended in the interview room unless they are being monitored through the two way mirror in the adjacent room, or by the video camera. If the prisoner is left alone with his/her attorney, the audio portion of the

camera/monitor will be turned off. However, the video portion will remain on to ensure safety of all parties.

2. Provide the prisoner with adequate water and restroom breaks during lengthy interviews. Prisoners will not be permitted to utilize any restrooms except for the one provided inside the detention facility.
3. At least two (2) officers will be present during all interviews with prisoners inside the interview room. One of the officers can monitor the interview via the video camera or through the two way mirror in the adjacent room. At no time will more than two prisoners be interviewed at the same time.
4. Officers will properly secure their firearms/ weapons in a secure lock area prior to entering the detention facility and interviewing prisoners inside the interview room.
5. Officers will ensure that the prisoner is properly searched for weapons and contraband prior to conducting interviews inside the interview room.
6. Officers will ensure that appropriate measures are taken for safeguarding the prisoner's property prior to conducting the interview inside the interview room.
7. Officers will ensure the prisoner is handcuffed when taken outside the detention facility, and will ensure appropriate measures are taken to prevent the prisoner from escaping the detention facility or interview room.
8. Only authorized personnel will be permitted inside the detention facility when a prisoner is in custody.
9. In the event of an escape or a medical emergency situation, officers will adhere to the procedures set forth in the General Order 24.2, Temporary Detention Facility.

F. Emotional Suspects Show sympathy toward the suspect by:

1. Saying anyone could have done the same thing.
2. Condemning the victim or other suspect or anyone else that could be responsible.

G. Non Emotional Suspects

1. Play one suspect against the other.
2. Use permissible deception.
3. Advise the suspect that not telling the truth is pointless; you will learn it eventually.

- A. Tape recordings and written documentation are two of the most common methods police officers use to preserve testimonies obtained during their investigation. Video recordings are also being used since they provide both audible and visual recollection of interviews. They are particularly valuable in interviewing children in sexual abuse cases, where it is difficult for the child to express themselves with words. All these devices are useful and hard to refute in court, when properly obtained.
1. A written statement quite often does not contain all of the subject's knowledge of an event, particularly that which is not favorable to them.
 2. Audio recording can provide much more detailed information as well as voice statements in addition to the visual identity of the person giving testimony and his or her physical and emotional actions and reactions.
 3. Any tape recording of a person being interviewed should not be stopped until completed, unless absolutely necessary. This is to reduce legal challenges that the recorded testimony has been edited or otherwise altered or modified to achieve desired results. If it is necessary to interrupt the taping, such as changing tapes or attending to personal needs, the investigator should state why upon resuming, and indicate that there have been no statements made during or questions asked relevant to the investigation during the interruption.
- B. State the date, time, place of interview, investigator's name, and the name address, and place of employment of the person being interviewed. Preferably, the person being interviewed should state his/her personal information. Witnesses may agree to be tape recorded, yet refuse to give a written statement because they have been conditioned to be wary of signing written documents.
- C. No matter how the interview is preserved, the investigator should make written notes of significant points addressed to help him compare testimony in the field and reflect on what was learned.

17.1.12 INVESTIGATIVE TASK FORCE

There are occasions which require amassing of investigative resources to obtain mutual goals. When this occurs a task force may be created.

- A. A task force, being temporary in construction, must be developed to accomplish a specific purpose, and to impact specific crimes.
- B. The task force will define authority, responsibilities, and written agreements
- C. The task force will establish accountability and identify resources available.
- D. The task force will evaluate the results and continued necessity of the task force.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.10 - Criminal Street Gang Intelligence

Subject: Criminal Street Gang Intelligence

Issued: 09/01

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this General Order is to establish guidelines for the proper investigation and documentation of suspected criminal street gang members and associates and their related activities.

SCOPE

This General Order will apply to all sworn members of the Jupiter Police Department.

POLICY

The Jupiter Police Department recognizes that proper documentation and specialized interview techniques allow for a proactive approach to preventing and investigating criminal street gang activity.

It will be the policy of the Jupiter Police Department to document criminal street gang members and associates by means of a Gang Intelligence Form. The information developed from the Gang Intelligence Forms will be shared with Department members through gang liaisons assigned to individual shifts and units. All gang intelligence will be maintained and coordinated by the Department's Multi Agency Gang Task Force representative.

DEFINITIONS

Criminal Street Gang - means a formal or informal ongoing organization, association, or group that has as one of its primary activities the commission of criminal or delinquent acts, and that consists of three or more persons who:

- have a common name or common identifying signs, colors, or symbols and,
- have two or more members who, individually or collectively, engage in or have engaged in a pattern of criminal street gang activity.

Criminal Street Gang Member - is a person who is a member of a criminal street gang and who meets two or more of the following:

- admits to criminal street gang membership.
- is identified as a criminal street gang member by a parent or guardian.
- is identified as a criminal street gang member by a documented reliable source.
- resides in or frequents a particular criminal street gang's area and adopts their style of dress, their use of hand signs, or their tattoos, and associates with known criminal street gang members.
- is identified as a criminal street gang member by an informant of previously untested reliability and such identification is corroborated by independent information.
- has been arrested more than once in the company of identified criminal street gang members for offenses which are consistent with usual criminal street gang activity.
- is identified as a criminal street gang member by physical evidence such as photographs or other documentation.
- has been stopped in the company of known criminal street gang members four or more times.

Pattern of Criminal Street Gang Activity - means the commission or attempted commission of, or solicitation or conspiracy to commit, two or more felony or three or more violent misdemeanor offenses, or one felony and two misdemeanor offenses, or the comparable number of delinquent acts or violations of law which would be felonies or misdemeanors if committed by an adult, on separate occasions within a 3 year period.

17.10.1 PERSONNEL

- A. The Jupiter Police Department will have a member assigned to the Multi Agency Gang Task Force (MAGTF). The Department MAGTF representative will have the following responsibilities:
1. Maintain all Department generated criminal street gang information and coordinate its dissemination to Department members via shift and unit gang liaison officers.
 2. Attend monthly MAGTF central intelligence meetings and disseminate any information gathered to Department members via shift and unit gang liaison officers.
 3. There will be two officers per shift designated as gang liaisons. Gang liaisons will have the following responsibilities:

- a. Disseminating criminal street gang intelligence to their shift or unit.
- b. Responding to incidents when shift or unit members make contact with suspected criminal street gang members or associates in order to conduct a field interview and document the contact on a Gang Intelligence Form.
- c. If a gang liaison is unavailable, the member who initiated the contact with the suspected criminal street gang member or associate will complete the Gang Intelligence Form and forward it to the gang liaison.

17.10.2 REPORTING

- A. A Gang Intelligence Form will be initiated when a Department member makes contact with an individual who:
 1. Admits to criminal street gang membership.
 2. Admits to criminal street gang association.
 3. Is a youth up to 21 years old who is identified as a criminal street gang member by a parent or guardian.
 4. Is identified as a criminal street gang member by a documented reliable source.
 5. Resides in or frequents a particular criminal street gang's area and adopts their style of dress, their use of hand signs, or their tattoos, and associates with known criminal street gang members.
 6. Is identified as a criminal street gang member by an informant of previously untested reliability and such identification is corroborated by independent information.
 7. Has been arrested more than once in the company of identified criminal street gang members for offenses which are consistent with usual criminal street gang activity.
 8. Is identified as a criminal street gang member by physical evidence such as photographs or other documentation.
 9. Has been stopped in the company of known criminal street gang members four or more times
- B. Caution will be exercised by the member as to the constitutional rights of the individuals being interviewed.
 1. Justification must be established as to why this particular person is being interviewed.

2. Delay of an individual or vehicle must be kept to a minimum unless probable cause exists to make an arrest.
3. Selecting individuals to stop solely on the basis of racial and/or bias based profiling is prohibited.

C. Each shift's Gang Intelligence Forms will be forwarded to the Department's MAGTF representative.

1. The MAGTF representative will maintain a record of the Gang Intelligence Form in the Gang Intelligence Book.
2. A copy of the Gang intelligence Form will be forwarded to the Palm Beach County Sheriff's Office Gang Unit for county wide tracking purposes.

17.10.3 TRAINING

- A. The Department's MAGTF representative will receive a minimum of 40 hours training in gang identification and gang interview techniques.
- B. Gang liaisons will receive a minimum of four (4) hours training in gang identification and gang interview techniques.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.11 - Video Recorded Interviews

Subject: Video Recorded Interviews

Issued: 11/03

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this General Order is to provide guidelines for the use of video recording of formal interviews.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

It is the policy of the Jupiter Police Department to use audio and video recording devices during formal interviews in major cases when available, in order to preserve the statements of witnesses, victims and suspects of those incidents.

17.11.1 GENERAL PROCEDURES

- A. Officers operating the audio/video system will become familiar with the written operating instructions and care and maintenance of the equipment.
- B. All audio/video systems will be tested and in good working order prior to the initiation of any recorded interview.
- C. All persons being interviewed must be placed in a position so as to remain visible through the video recording equipment during the entire interview.
- D. During all recorded video interviews, officers will abide by all guidelines, restrictions and requirements of applicable laws and ordinances.
- E. All audio/video recordings of interviews are considered evidence and will be processed in accordance with General Order 17.16, Collection, Preservation and Submission of Evidence.

F. At no time will the video equipment be used to record attorney/client interviews without written consent of one of the parties involved in the conversation.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.12 - Street Crimes Unit

Subject: Street Crimes Unit

Issued: 04/05

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to explain the functions and responsibilities of the Street Crimes Unit.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

The Street Crimes Unit serves as a specialized enforcement unit that conducts special investigations, provides patrol and investigative support, and utilizes various surveillance and decoy measures to accomplish their goals and objectives.

DISCUSSION

The Jupiter Police Department is committed to the investigation and arrest of persons involved in criminal activity. Special investigative methods and techniques are used to identify principals and coconspirators involved in this criminal activity. Guidelines are necessary to ensure officer safety and meet operational objectives.

17.12.1 DUTIES AND RESPONSIBILITIES

- A. The Street Crimes Unit will provide law enforcement services in support of operational components of the Jupiter Police Department or as an integral operational unit.
- B. The objectives of the Street Crimes Unit include:
 - 1. Response to activities impacting law enforcement services.

2. Directed patrol assignments.
3. Stakeouts.
4. Security at special events.
5. Prostitution.
6. The illegal use and sale of controlled substances.
7. Illegal gambling.
8. The distribution and/or sale of alcoholic beverages.
9. Drug trafficking interdiction.
10. Covert criminal investigations.
11. Dignitary protection details.
12. Decoy operations.
13. Organized crime/vice investigations.

17.12.2 ORGANIZATION AND ADMINISTRATION

- A. The Street Crimes Unit is assigned to the Criminal Investigations Section. Direct supervision will be the responsibility of the Criminal Investigations supervisor. Officers assigned to the Street Crimes Unit will be selected and assigned in accordance with procedures outlined in General Order 15.30, Specialized Assignments.
- B. Members assigned to the Street Crimes Unit will be deployed in uniform or plain clothes attire as determined by their assignment.
- C. The Street Crimes Unit, Detectives and the Patrol Bureau will maintain active liaisons to ensure a coordinated effort in the identification and apprehension of criminal suspects.
- D. When deployed in uniform, Street Crimes Unit members will maintain high visibility in the targeted area(s), making arrests as necessary. Target areas will be assigned by the unit supervisor or Shift Supervisors.
- E. When deployed on a stakeout or other covert operation, a Street Crimes Unit member will notify the Shift Supervisor.
- F. Requests for the Street Crimes Unit's assistance from other Sections will be forwarded to the Criminal Investigations supervisor.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.13 - Methamphetamine/Clandestine Labs

Subject: Methamphetamine/Clandestine Labs

Issued: 07/06

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

To provide for a plan of action when sworn or non-sworn personnel encounter either a stationary or mobile laboratory capable of producing Methamphetamines.

To provide awareness of the chemicals and other substances used in making Methamphetamines, and the proper method of securing the scene to allow for the proper and safe cleanup of this hazardous site

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

It is the policy of the Jupiter Police Department to defer all on-scene investigations of suspected Methamphetamine labs to the Drug Enforcement Administration (DEA) and HIDTA (High Intensity Drug Trafficking Area) teams.

DEFINITIONS

Clandestine Lab – an illicit operation that consists of sufficient chemicals or a combination of apparatus and chemicals that either has been or could be used in the manufacture of controlled substances.

P2P Lab (phenyl-2-propanone) – The principal chemicals associated with this method are phenyl-2-propanone, aluminum, methylamine, and mercuric acid. This method yields lower quality dl-methamphetamine and has been associated with outlaw motorcycle gangs.

Red phosphorous or Red P method - This is the method most commonly used by Mexican super labs that produce larger quantities of high quality meth. The red phosphorous method uses red phosphorous, pseudoephedrine or ephedrine, and chemicals such as iodine, lye and sulfuric

acid. In smaller labs, the red phosphorous is usually extracted from match tips in alcohol and water.

Birch or "Nazi" method - This highly-efficient method was first used by Nazis during World War II to foster alertness in troops and is the most common method of production. The Birch/"Nazi" method is preferred because 1) it does not require an extensive knowledge in chemistry and 2) is faster than other methods. The meth maker begins a chemical reaction by adding lithium strips extracted from batteries as well as anhydrous ammonia to chemically reduce pseudoephedrine. Starter fluid and drain cleaner are also used in the process. In less than an hour, multiple ounce quantities of 90% pure methamphetamine are produced.

Methamphetamine - Methamphetamine is a highly addictive central nervous system stimulant. It can be injected, snorted, smoked, or ingested orally. Commonly used street names for methamphetamine include: meth, crank, crystal meth, speed, and ice.

17.13.1 RECOGNITION AND IDENTIFICATION OF CLANDESTINE LABS

- A. Laboratories commonly used to manufacture Methamphetamines may be set up in a stationary location such as a kitchen or shed, or may be set up in the trunk of a vehicle or in a van.
- B. When entering unknown dwellings and structures or stopping vehicles, officers should watch for the following items which may be used in manufacturing Methamphetamines.

1. Chemicals:

- Ephedrine (cold tablets)
- Pseudoephedrine (cold tablets)
- Alcohol (Rubbing/Gasoline Additive)
- Toluene (Brake Cleaner)
- Ether (Engine Starter)
- Sulfuric Acid (Drain Cleaner)
- Methanol (Gasoline Additive)
- Lithium (Camera Batteries)
- Trichloroethane (Gun Scrubber)
- Anhydrous Ammonia (Farm Fertilizer)
- Sodium Hydroxide (Lye)
- Red Phosphorous (Matches)
- Iodine (Veterinarian Products)
- Sodium Metal (Made from Lye)
- MSM (Animal Food Supplement)
- Table Salt/Rock Salt
- Kerosene
- Gasoline
- Muriatic Acid
- Campfire Fuel

- Paint Thinner
- Acetone

2. Household Equipment

- Tempered Glass Baking Dishes
- Glass Pie Dishes
- Glass or Plastic Jugs
- Bottles
- Measuring Cups
- Turkey Baster
- Glass Jars / Mason Jars
- Clear tubing (such as used in aquariums, duct taped to the jars or plastic jugs)
- Funnels
- Coffee Filter
- Blender
- Rubber Tubing
- Paper Towels
- Rubber Gloves
- Gasoline Can
- Plastic Tote Box
- Tape
- Clamps
- Hotplate
- Strainer
- Aluminum Foil
- Propane Cylinder (20-lb.)

- C. Officers should use caution when approaching houses and vehicles where any of these items have been seen. The universal hazard with methamphetamine labs, moving or stationary is that Methamphetamines are made with ordinary household products.
- D. Officers should be careful not to dismiss construction vehicles, as most of these may contain ordinary household items. If a vehicle is possibly being used for the manufacturing of Methamphetamines, it will generally be in conjunction with other items or containers commonly used to contain chemicals during the cooking process.
- E. Many of the chemicals and products used to manufacture Methamphetamines are highly caustic, and flammable. Vapors alone from some of these chemicals can cause serious injury or death.

17.13.2 DEPARTMENT RESPONSIBILITY

- A. **Officers** - When any member of the Jupiter Police Department believes that he/she has evidence that leads him/her to believe he/she has located a clandestine lab, or substances commonly used in the manufacture of Methamphetamines, he/she will immediately:

1. Remove him/her self and any other persons from the immediate area of the lab or chemicals and secure the scene.
2. Officers must secure the scene immediately around the vehicle or residence, and no one may be allowed to enter until a DEA/HIDTA agent arrives.
3. The officer shall contact his/her immediate supervisor and advise him/her of the situation.
4. Set up a perimeter of 50 to 100 feet. This distance is recommended to ensure that no one is permitted to enter the area.
5. Have Palm Beach County Fire Rescue respond and set up outside the perimeter for precautionary measures in the event of a fire or explosion.
6. Under no circumstances will the officer touch anything, even if he/she believes it is safe to process the scene/vehicle on his/her own. DEA/ HIDTA must be notified after securing the area.

B. **Supervisors** - Upon being contacted by an officer and made aware that a possible clandestine laboratory has been located, or items used in the manufacturing of Methamphetamines have been found, the supervisor on duty should:

1. Immediately contact the Jupiter Police Department's narcotics officers. The narcotics officers have contact numbers for the responding DEA agents and HIDTA teams. Also, the narcotics officers must be contacted in the event of any pending investigations of suspected methamphetamine labs.
2. Have the narcotics officers request a DEA/HIDTA agent to respond to investigate the scene, and determine further action.
3. Evaluate the area and the lab's proximity to other occupied buildings or homes; evacuation may be necessary due to the possibility of explosion.
4. Notify the on-call Executive Staff member. If DEA/HIDTA cannot respond in a timely manner, the Executive Staff member will evaluate possible alternative methods for addressing lab clean up and eliminating the public safety risk.
5. Once notification is complete, maintain security around cordoned-off area until the DEA/HIDTA agent(s) arrives and takes control of the scene.

C. **Detectives / Narcotics Officers** - should also use caution in cases wherein there is any possibility of information leading to the active investigation of a methamphetamine lab. DEA/HIDTA will be notified before taking any course of action on the detective's suspicion and/or information.

- D. The failure to immediately contact the DEA/HIDTA or an attempt by personnel from this agency to continue the investigation or clean up the scene will cause the Jupiter Police Department to incur financial responsibility for cleanup. When the DEA/HIDTA is notified and investigates the scene, they assume financial responsibility for the investigation and cleanup of the scene.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.14 - Investigation of Critical Incidents

Subject: Investigation of Critical Incidents

Issued: 12/07

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this General Order is to establish guidelines for the investigation of critical incidents.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

The Jupiter Police Department has established a Critical Incident Team to provide for the effective and efficient investigation of major cases, such as police involved shootings, homicides, abducted/missing children, or any cases where extensive investigation is necessary.

DEFINITIONS

Critical Incident - Any major case which requires immediate extensive investigation, such as police involved shootings, homicides, abducted/missing children, etc.

Critical Incident Team - A team tasked with the responsibility of investigating critical incidents. It is comprised of a Criminal Investigations Supervisor, team leaders and selected members of Criminal Investigations and the Patrol Bureau.

17.14.1 CRITICAL INCIDENT TEAM RESPONSE

- A. When a critical incident occurs the on-duty supervisor will notify the Criminal Investigations Supervisor who will determine if a callout of the Critical Incident Team is necessary.
- B. If a callout is deemed necessary, the team leader(s) will contact the available team members

to respond to the scene.

- C. The Critical Incident Team Leader(s) will be responsible for assigning investigative duties to responding team members.

17.14.2 CRITICAL INCIDENT TEAM RESPONSIBILITIES

The Critical Incident Team responsibilities will include, but not be limited to:

- A. Lead Investigator
- B. Interviewers
- C. Crime scene processing
- D. Intelligence gathering
- E. Neighborhood canvassing
- F. Securing evidence
- G. Logistics
- H. Search warrants
 - I. Composites/photo line-ups
 - J. Staffing phones for incoming investigative leads
- K. Safeguarding of suspect/prisoner

17.14.3 FOLLOWING THE CRITICAL INCIDENT

- A. The critical incident supervisor and team members involved in the investigation of the critical incident will be required to attend an incident de-briefing at the conclusion of the on-scene investigation.
- B. Support services (EAP, Police Chaplain) will be provided if requested by the team member.
- C. The critical incident supervisor will complete an after action report following the incident de-briefing.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.15 - Fraud Investigations and Identity Theft

Subject: Fraud Investigations and Identity Theft

Issued: 12/07

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 07/11

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish procedures for the investigation and handling of reported identity theft.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will thoroughly investigate the criminal use of personal identification information, Florida Statute 817.568, and provide information and assistance to victims of such crimes.

DEFINITIONS

Personal identification information - means any name or number that may be used, alone or in conjunction with any other information, to identify a specific individual, including any:

- A. Name, social security number, date of birth, official state-issued or United States issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, Medicaid or food stamp account number, or bank account or credit card number,
- B. Unique biometric data, such as fingerprint, voice print, retina or iris image, or other unique physical representation;
- C. Unique electronic identification number, address, or routing code; or
- D. Telecommunication identifying information or access device.

17.15.1 INVESTIGATIVE PROCEDURE

A Police Officer or a Police Service Aide who is dispatched to a complaint of identity theft will need to determine if the victim's identification has been lost or stolen, and establish jurisdiction of occurrence utilizing the following guidelines:

- A. If the victim last had possession of the identification item in another jurisdiction and there has not been any unlawful use of the item in the Town of Jupiter, determine the appropriate jurisdiction and assist the victim in obtaining contact information for the correct agency.
- B. If the victim is unsure of where the identification item was last in their possession and it is determined that the item has been lost and not used in an unlawful manner, then a lost property report should be generated. The victim is to be advised that if the identification item is used for unlawful purposes at a later date, a police report needs to be made in the appropriate jurisdiction where the use occurred.
- C. If the complainant is the victim of a crime that occurred in the Town of Jupiter, then the appropriate report will be taken which will indicate the proper crime classification such as a burglary, theft, robbery, etc.
 - 1. The report will include the identification item that was taken and any unlawful use of that item that may have occurred.
 - 2. If the identification is used for unlawful purposes in another jurisdiction and not in the Town of Jupiter, the victim needs to be advised to file a police report in the appropriate jurisdiction, in addition to the Jupiter report.
 - 3. Explain to the victim that the subject(s) responsible for the crime in Jupiter will most likely not be the same subject(s) using the identification and it becomes extremely difficult to prove jurisdiction for prosecution purposes.
- D. If it can be determined that at least one unlawful use of the identification item occurred within the jurisdiction of the Town of Jupiter, then the Jupiter Police Department can conduct any follow up investigations for additional related crimes that occur throughout Palm Beach County because the Palm Beach County State Attorney's Office has venue for prosecution. If any of the unlawful uses occur outside of Palm Beach County a police report needs to be made in the appropriate jurisdiction for investigation and prosecution purposes.

17.15.2 IDENTITY THEFT

- A. If a complainant is reporting that their identification has been compromised but that their identification item has not been lost or stolen:
 - 1. A report shall be taken if any of the following circumstances exist:

- a. The victim resides within the jurisdiction of the Jupiter Police Department.
 - b. At least one fraudulent transaction occurs within the jurisdiction of the Jupiter Police Department.
2. If none of the above circumstances exist, the complainant should be advised to contact the agency having jurisdiction where they reside in order to report the incident. Assistance should be provided to the victim, if necessary, in contacting the appropriate agency.
- B. Investigators will coordinate the identity theft investigation with other applicable agencies as determined through the follow-up investigation.

17.15.3 ASSISTING VICTIMS

Officers taking reports of identity theft should take those steps reasonably possible to help victims resolve their problem. This includes providing victims with the following suggestions where appropriate.

- A. Contact the Federal Trade Commission (FTC) (1-877-IDTHEFT)-which acts as the nation's clearinghouse for information related to identity theft crimes-for assistance from trained counselors in resolving credit related problems.
- B. Cancel each credit and charge card and request new cards with new account numbers.
- C. Contact the fraud departments of the three major credit reporting agencies [Equifax (1-800-525-6285), Experian (1-888-397-3742), TransUnion (1-800-680-7289)], and ask them to put a fraud alert on the account and add a victim's statement requesting creditors to contact the victim before opening new accounts in his or her name. Also request copies of your credit report.
- D. If bank accounts are involved, report the loss to each financial institution, cancel existing accounts and open new ones with new account numbers. If deemed necessary, place stop payments on outstanding checks and contact creditors to explain.
- E. If a driver's license is involved, contact the state motor vehicle department. If the driver's license uses the social security number, request a new driver's license number. In such cases, also check with the Social Security Administration to determine the accuracy and integrity of your account.
- F. A Florida Identity Theft Kit should be given to all complainants. Explain the importance and immediacy of utilizing the packet contents and contacting the appropriate credit agencies to prevent any further identity crimes.
- G. Brochures regarding the prevention of identity theft are available to the public in the east lobby of the Jupiter Police Department.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.16 - Collection, Preservation of Evidence

Subject: Collection, Preservation, and Submission of Evidence		Issued: 12/07
By Order Of: Daniel J. Kerr, Chief of Police		Revised: 1/19
Signature: <i>Signature on File</i>		Revision #: 9

PURPOSE

The purpose of this General Order is to provide for the responsibility of the person or persons who process the scene of an incident and to require that a crime scene investigator is available on a 24-hour basis.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Jupiter Police Department personnel will adhere to the specific guidelines established in this policy for the location, documentation, collection, processing, preservation and submission of evidence from a crime scene.

DISCUSSION

- A. This directive is established to provide guidelines and policy for police officers and civilian personnel responsible for the handling, collection, packaging, documentation, and uniform submission of evidence. This directive is also intended to define the initial duties and responsibilities of said personnel upon arriving at a crime scene.
- B. This directive is established to provide guidelines and policy regarding the specialized training and education required for all departmental investigators and members whose responsibility is to process crime scenes.

- C. The Jupiter Police Department subscribes to the philosophy that there are no crime scenes that cannot be processed. Field personnel will govern themselves accordingly.
- D. The collection of evidence by police officers is limited to simple, non major crime scenes and includes basic latent print processing, DNA swabs, and the collection of small amounts of evidence that must be submitted for laboratory processing.
- E. At any crime scenes not classified as a "major crime scene" as described in this directive, field personnel are responsible for evidence processing and collection as part of their normal duty.
- F. Proper safeguards and preservation techniques will be used for the handling and collection of evidence. All evidence will be handled in a professional manner.

DEFINITIONS

Chain of Custody – The written and electronic record of the description and handling of items of physical evidence, wherever collected. It is required under law that items introduced in court as evidence during a criminal proceeding are proven to be the same items as originally collected.

Crime Scene – The location where an illegal act took place, and comprises the area from which most of the physical evidence is retrieved. It covers the area where the crime was committed and any portion of the surrounding area over or through which the suspect or victim passed en route to, or going away from, the scene of the crime.

Crime Scene Investigator – A person whose primary duty is crime scene investigation/processing.

Evidence – Any property or item which may be used during a criminal or civil proceeding to establish a case and which tends to prove the facts before a court of law.

Major Crime Scene - For the purpose of this directive, "major crime scenes" are defined, but not limited to:

- A. Homicide
- B. Sexual Battery
- C. Armed Robberies involving injuries to the victim or the use of a firearm
- D. Extensive Burglaries, as determined by the Shift Supervisor
- E. Suspicious Deaths
- F. Any other scene requiring a significant amount of processing.

Property – Any item such as money, valuables and other items of personal ownership which may have been lost, stolen or abandoned.

17.16.1 NON-MAJOR CRIME SCENES

- A. Upon arrival at a crime scene, the police officer will first determine if the scene involves a

non major crime and if he/she will be able to perform the necessary processing. He will then take immediate steps to protect and preserve the scene from contamination.

- B. If the crime scene fits the criteria of "major crime scene", Patrol Bureau personnel will immediately begin following the procedures outlined for responding to major crime scenes as described in 17.16.2 of this policy.
- C. If the scene does not fit the criteria of a major crime scene, the police officer will:
 - 1. Begin observation of the general scene upon arrival, taking note of the location of obvious evidence;
 - 2. Request the victim, complainant, or other persons present not touch anything that may have been disturbed by the perpetrators, or if appropriate, remove all persons from the crime scene.
 - 3. Isolate any evidence that cannot be immediately processed or collected;
 - 4. The crime scene should be photographed prior to processing for fingerprints.
 - 5. Select items or areas that have evidentiary value and begin fingerprint processing;
 - 6. Collect and label items that must be confiscated or collected for laboratory fingerprint processing or other analysis;
 - 7. Upon retrieving or processing all available evidence, complete the field investigation and written report; and
 - 8. Submit all evidence before going off duty.
- D. Patrol Bureau personnel who respond to crime scenes will ensure they have access to or that their vehicles are equipped with, but not limited to, the following:
 - 1. Fingerprint kits for the recovery of latent prints.
 - 2. DNA swabs for the recovery of DNA evidence.
 - 3. Cameras for photographing evidence before it is moved and tagged.
 - 4. Receptacles, tags, and indelible markers for the collection and marking of evidence.
- E. The Department provides personnel the equipment and supplies necessary for the purpose of processing crime, crash, and accident scenes. Replacement supplies can be obtained from the Evidence Technician. Basic replacement supplies are kept in the Supervisor's Equipment Room for after-hours replacement.

17.16.2 MAJOR CRIME SCENES

- A. It is the policy of the Jupiter Police Department that a detective and/or crime scene investigator will respond to all major crime scenes, as requested by the supervisor on duty.
- B. The detective and/or crime scene investigator will assume control of the crime scene upon arrival. Other officers present will assist the detective and/or crime scene investigator with traffic control, scene security, area searches or other tasks as may be required by the detective and/or crime scene investigator in order to perform the investigation and process the crime scene.
- C. When responding to certain crime scenes, a detective will determine if an inner crime scene will be needed and considered a "Forensics Only Sensitive Area." The following procedures will be followed for those scenes determined to be "Forensic Only Sensitive Areas". (Reference - Dual - Zone Crime Scene Diagram)
 - 1. This area will be secured with RED crime scene tape by the detective on scene.
 - 2. Only detectives, crime scene investigators and persons delegated by the lead detective will be allowed to enter inside the red tape.
 - 3. Anyone that enters inside the red tape is required to write a supplemental report of their involvement.
 - 4. Officers who enter inside the yellow tape will only be required to write a report if their involvement with the investigation is pertinent.
 - 5. Two separate crime scene logs will be maintained. One log for officers who enter inside the yellow tape and the other log for the detective(s) and crime scene investigators who enter inside the red tape. Both logs may be monitored by the same officer depending on the distance between the two crime scene tapes.
- D. The following procedures will be adhered to by Patrol Bureau personnel.
 - 1. The preservation of life is paramount, even at the risk of destroying evidence. In all cases involving personal injury, personnel will check for signs of life and administer first aid if appropriate.
 - 2. If rescue personnel have responded to administer medical aid, field personnel will ensure that any identifiable evidence remains as undisturbed as possible.
 - 3. The investigation of major crime scenes is a highly specialized and technical field. Personnel who are not members of the investigating team are to secure the scene in its entirety until the arrival of the detective and/or crime scene investigator.
 - 4. Major crime scenes will have restricted access to all persons other than the detective and/or crime scene investigator or other persons under their direction.

E. **First Responder Duties** - The first field personnel to arrive at a crime scene will:

1. Proceed with caution in the event the suspect(s) is still in the immediate area;
2. Determine if medical assistance is required by the victim(s);
3. Request a response from the on duty supervisor.
4. Do not disturb any identifiable evidence;
5. Obtain a description of any possible suspect(s) and vehicle(s) from the complainant, victim or witness;
6. Obtain names, addresses, and telephone numbers of any witnesses;
7. Protect the scene from intrusion by unauthorized persons. Set up crime scene perimeter tape, if necessary;
8. Take notes indicating the location and description of weapons or other items having obvious evidentiary value;
9. Upon the arrival of investigation and/or crime scene personnel, disseminate any information obtained; and
10. Not abandon the scene until relieved by the detective/crime scene investigator taking responsibility for the scene.

F. Personnel who process any crime scene will prepare a report to accurately record the events that transpire at the scene in connection with the investigation.

G. Materials and substances will be collected from known sources, whenever available, for submission to the laboratory as a comparative standard with which to compare the collected physical evidence. This applies to latent prints, DNA, hairs, fibers, fabrics, paint, glass, wood, soil, and tool marks.

17.16.3 TRAINING REQUIREMENTS

A. Members whose primary responsibility is crime or crash scene investigation will receive the following specialized training:

1. Detection and collection of latent fingerprints and palm prints;
2. Detection and collection of foot, tool, and tire impressions;
3. Photography and sketches; and

4. Collection, preservation, and submission of physical evidence, including biological materials.
- B. Refresher training will be provided for those involved in crime and crash scene investigation to update members in new procedures and equipment.
- C. Vehicles assigned to the Crime Scene Unit will contain sufficient equipment to process a crime scene. Items required include, but are not limited to, the following:
1. Digital camera and storage media
 2. Video camera and storage media
 3. Latent fingerprint dusting and lifting supplies
 4. Measuring Tape
 5. Ruler
 6. Razor Knife
 7. Screwdrivers (flat, phillips)
 8. Evidence bags
 9. Impression casting kits
 10. Assortment of evidence packaging supplies
 11. DNA collection supplies (sterile cotton tip swabs and sterile distilled water)
 12. "Do Not Enter" seals
 13. Barrier tape
 14. Marker stakes
 15. Rubber gloves
 16. Flashlight
 17. A set of rubber boots
 18. Personal Protective Equipment
 19. Any other items necessary to complete investigation.

17.16.4 LATENT PRINT PROCESSING

- A. Latent print processing most prevalently involves, but is not limited to, residential, business and vehicular burglaries and recovered stolen vehicles.
- B. Investigative field personnel will attempt to:
1. Identify and process points of entry and exit; and
 2. Identify and process any items handled or touched by the perpetrator(s).
 3. Field personnel will exercise extreme care when "dusting" for latent prints within a residence, vehicle interior, or items that are fragile, valuable or easily soiled;
 4. When practical, processing personnel will use newspaper, paper towels or similar protection beneath the item being dusted to avoid soiling carpet, tiles, furniture, etc.

5. The victim will be advised to clean any dusted surfaces as soon as possible upon completion of processing.

C. Basic Fingerprinting Techniques:

1. Put on a set of clean rubber gloves prior to processing;
2. Fingerprint powder is gently applied to the surface of the object using a fingerprint brush;
3. If a print is developed, gently brush the powder over the print to enhance its ridge detail;
4. Fingerprint tape will be laid across the print so as to roll the tape onto the print (to prevent air bubbles from forming under the tape);
5. Smooth the tape down over the print;
6. Gently lift the print by pulling slowly and steadily with constant pressure on the tape. The tape is transferred to a latent print card slowly, carefully "rolling" the tape across the card.
7. Smooth the tape down over the card;
8. Trim the tape from both ends of the card;

D. The following information will be recorded on a latent print card:

1. Report number;
2. Date and time the print was taken;
3. Type of crime;
4. Victim's name;
5. Location of incident (address);
6. The location the print was lifted from, including a brief sketch.
7. Name and ID # of the member lifting the print.

E. Submit all latent print cards to the Property/Evidence Unit.

Note: *If officers are not sure if the lifted prints are of evidentiary value, they will submit them in evidence and allow Latent Print Examiners to determine if the print(s) is usable or not.*

F. Adverse Weather Conditions - There will be times when field personnel are summoned to a crime scene where a surface needing to be processed has been exposed to the elements (e.g., rain, heavy dew, etc.). These surfaces are not necessarily contaminated. When dry, latent prints left by the perpetrator may still be present and available to be lifted. When a scene of this nature is encountered:

1. Personnel will advise the victim that the property needs to be processed, but that it cannot be done at present, due to the surface being wet;
2. Request that the victim refrain from handling the evidence until it becomes dry; if possible, the evidence should be secured into evidence so it may dried in a secure environment.
3. The officer will ask the victim to telephone Communications and request his/her return to the scene, or if said officer has already gone off duty, that other field personnel return to complete the processing; and
4. Ensure that the victim retains a copy of the case number in the event follow up is handled by someone other than the original officer.
5. Adverse weather conditions will not restrict an officer from processing that part of a scene unaffected by the weather.

17.16.5 LATENT PRINT CARDS

- A. Latent print cards will be filled out in their entirety and entered into evidence.
- B. A Property Voucher is required for latent print cards.
- C. The latent print card(s) will be placed into a Latent Print envelope and then sealed with red evidence tape.
- D. If a suspect is known, and the officer/investigator would like a fingerprint comparison conducted, the officer/investigator must complete a Latent Print Comparison/Examination Request and submit it to Criminal Investigations.
- E. Elimination prints will be taken from a known source, usually the victim, when necessary for comparison with latent prints recovered during a criminal investigation.

17.16.6 DNA EVIDENCE COLLECTION

- A. All personnel who process crime scenes will receive training in the collection, packaging and submission of DNA evidence.
- B. Personnel who process crime scenes will take extra precautionary measures to avoid contamination of DNA evidence. Contamination can happen when someone sneezes or

coughs over the evidence or touches his or her mouth, nose, or other part of the face and then touches the area of the evidence containing the DNA.

C. Officers may swab for DNA evidence whenever a crime has been committed against a person or property. If it is a major crime that requires a detective per the supervisor's decision, the responding detective will conduct the processing.

D. DNA collection procedures

1. Label the swab envelope with all the information:
 - a. JPD report number.
 - b. Collecting officer's name.
 - c. Date/Time of collection.
 - d. Where the swab was taken from.
2. Open the swab package and hold both swabs together.
3. **Wet samples** – if the sample to be obtained is wet (e.g., fresh blood, saliva, tobacco, body fluids), swab and allow to dry for about 10 minutes before putting it in the swab box/envelope.
4. **Dry samples** – if the sample is dry (e.g., dried blood, fingerprints, tool handle, countertop, window, glass, victim's skin), apply 3-4 drops of the sterile water on the swabs, swab the evidence, and allow to dry for about 10 minutes before putting it in the swab box/envelope.

E. Packaging:

1. **The victim's elimination swab (DNA saliva sample) and/or suspect(s) samples must be individually packaged.** They can be on the same Property Voucher, but not in the same manilla envelope (one person per envelope).
2. Use a manilla envelope for each submission. Seal the envelope with evidence tape and properly label, using biohazard stickers on the envelope. The red evidence sticker must have the same description of the evidence as is on the property voucher.

F. Fill out the JPD Property Voucher completely.

1. "Category" for DNA submissions should always be Evidence.
2. The Case Officer is the primary officer assigned to the case, not necessarily the officer submitting the evidence.
3. In the property section of the voucher, the following fields will be completed for all DNA submissions;

- a. Classification - (DNA)
- b. NCIC Code - (Description of DNA submission in yellow block)
- c. Quantity - (How many swabs in the envelope being submitted)
- d. UM (Unit of Measurement) - Each
- e. Drug Tested - No
- f. Biohazard - Yes

- G. The individual (Officer, Detective or CSI) collecting the DNA swabs (from a scene, evidence, victim or suspect) will be required to complete and submit a PBSO DNA Submission form along with the evidence collected. One copy will be sent electronically to the Crime Scene Investigator; another hardcopy will be submitted to the Records Section.
- H. When transporting and storing DNA evidence, keep the evidence dry and at room temperature. Once the evidence has been secured in the manila envelope, it must be sealed, labeled and transported in a way that ensures proper identification of where it was found and the proper chain of custody.
- I. Never place DNA evidence in plastic bags because the moisture retained in the bags can be damaging to the DNA. Direct sunlight and hot conditions also may be harmful to DNA. Avoid keeping evidence in places that may get hot, such as a room or police cruiser without air conditioning.
- J. To avoid contamination of evidence that may contain DNA, always take the following precautions:
1. Wear gloves. Change them before and after obtaining a sample.
 2. Use disposable instruments or clean them thoroughly before and after handling each sample
 3. Avoid touching the area of the evidence where you believe DNA may exist
 4. Avoid talking, sneezing, scratching, and coughing over evidence
 5. Avoid touching your face, nose and mouth when collecting and packaging evidence
 6. Air-dry evidence thoroughly before packaging (not in direct sunlight)
 7. Put evidence into new manilla envelopes. Do not use plastic bags or staples.

- K. Elimination DNA must be taken from a known source, usually the victim, for submission to the Palm Beach County Sheriff's Office laboratory for comparison with physical evidence collected.
- L. CODIS (Combined DNA Index System) is an electronic database of DNA profiles that can identify suspects. All states have implemented a DNA index of individuals convicted of certain crimes. Therefore, law enforcement officers have the ability to identify possible suspects when no prior suspect existed. The CODIS system is available through the FBI Laboratory.
- M. A member of Criminal Investigations will be trained in the collection of DNA evidence from an institute that meets the national standards on DNA collection. At a minimum, the training will meet the basic collecting, packaging, storage, and transportation of DNA for submission to an accredited laboratory.

17.16.7 PACKAGING OF EVIDENCE

- A. Plastic will be used for packaging dry, non perishable items, such as narcotics, paraphernalia, individual items, garments, hard objects, powdery material, debris, paper items, and currency.
- B. Damp items, such as clothing, bloodstained objects, hairs, fibers, and green cannabis, etc., will be packaged in paper bags or paper envelopes in order to allow the item to "breathe", thus reducing the chance of rot and destruction of the evidence.
- C. As a rule, not more than one piece of evidence should be placed in the same bag.
- D. All of the following items must be packaged separately from each other: Photos and film/CDs, latent prints, firearms, paper evidence, narcotics, video and audio tapes, DNA, jewelry, prisoner property, fluids or other items requiring refrigeration, found property and/or safekeeping.
- E. Identical items may be packaged together, e.g. field personnel confiscating several pieces of crack can place them collectively in a bag for submission. Pills of different dosages, of the same drug, must be packaged separately. (30 mg Oxycodone vs. 45 mg Oxycodone)
- F. If constructive possession is in question, field personnel will remember that latent fingerprints can be developed from the original drug wrapping. Wear gloves accordingly.
- G. Items submitted for analysis (narcotics, blood, etc), will be packaged separately from other items, such as paraphernalia, as the PBSO Crime Lab will not accept any items other than the item(s) to be analyzed.
- H. Evidence that is wet/saturated from liquid or bio hazardous fluids will be transported to the Jupiter Police Department in paper bags.

1. When transporting evidence that is wet/saturated, precautions should be taken to ensure the bio hazardous fluids do not soak through the paper bag and cross contaminate other objects or areas (patrol vehicle, etc.).
 2. Crime scene personnel will be contacted when there is evidence that is wet/saturated and needs to be placed in the drying cabinet located in the booking processing area.
 3. The drying cabinet will be locked whenever evidence is placed in it. The key to the drying cabinet is located in the Evidence Section.
- I. Latent prints are among the most valuable types of physical evidence. All objects at the scene should be considered as possible sources of fingerprints which may lead to identification of the offender.
1. Use evidence gloves to pick up items of evidence being careful not to wipe possible latent prints off the surface.
 2. Secure articles containing latent prints in a separate paper bag (no plastic) from other evidence to prevent shifting and contact with the other items, preventing contamination/ destruction of latent prints.
 3. Place papers/documents containing latent prints in a brown paper bag. Any number of paper items may be placed in a single container.
 4. Containers should be clearly marked: "Latent Print Evidence." Officers submitting items to be processed for latent prints will indicate the request in the notes section of the Property Voucher.
 5. Mark the packaging with the bio hazard symbol and label if it contains blood stained evidence, bodily fluids, or caustic chemical items. A bio hazard field will be marked on the Property Voucher to forewarn the Evidence Technician or anyone else who may handle the hazardous package.
 6. Do NOT wrap non porous items in cotton or cloth as they damage or destroy the latent prints.
 7. Do NOT cover items to be examined for latent prints with evidence tape.
 8. If subject's prints are to be compared against the latent prints, list all descriptive information of each subject (e.g., name, race, sex, DOB).

J. Sealing Packages/ Red Evidence Tape

1. If the item can be bagged, it will be bagged and the property/evidence adhesive labels will be attached.

2. The bag will be sealed with red evidence tape. If the plastic bag is heat sealed, evidence tape will be placed over the heat seal.
3. The OFFICER'S INITIALS and ID # will be written on the edges of the red evidence tape. The officer will clearly INITIAL from the red evidence tape onto the packaging.
4. The bag will not be considered sealed if the OFFICER'S INITIALS and ID# are not on the bag.
5. If the item is too large or impractical to bag, the adhesive label or evidence/property tags will be completed and securely attached to the item.

17.16.8 SUBMITTING EVIDENCE / PROPERTY

- A. The department provides 24 hour secure storage for all property and evidence collected to include large items and evidence requiring refrigerated storage.
- B. All in-custody or evidentiary property will be submitted to the evidence/property function prior to going off-duty. Evidence lockers are available for the secure storage of property and evidence when the evidence room is closed or not accessible.
- C. Department employees are prohibited at all times from storing property in their personal desks, lockers, vehicles, homes, or other places that are not secure or would interrupt the chain of custody. Personal use of any property is strictly prohibited.
- D. All property/evidence with a serial number will be checked through FCIC/NCIC by the submitting officer and the serial number will be entered in the property voucher. If there is a positive "hit" on the item, include a copy of the teletype information for the Evidence Technician's information.
- E. Items too large to be stored in the lockers will be tagged and stored in the secured evidence section of the sallyport or impound lot. The location of the item will be entered into the submitted Property Voucher.
- F. For all whole blood samples, or other evidence needing secured refrigerated storage, the officer will place the item into one of the lockers located in the refrigerator in the Evidence Packaging Room. A PBSO Property Receipt and Toxicology Information Form will be completed and placed in the evidence drop chute, along with keys to the refrigerated locker.
- G. **Impound Lot - Property and Evidence Procedures**
 1. The fenced impound lot located at the Town of Jupiter Maintenance Facility is divided into two sections, each with its own separate, locked entrance. One section is for evidence and the other is for found property.

2. The smaller fenced section is for oversized found property, primarily bicycles and kegs. This section has one gated entrance that is secured by a lock. The key to the lock is stored in the Supervisor Equipment Room at the Jupiter Police Department. Access to the found property section is limited to sworn police officers, the Evidence Technician and Community Service Officers.
3. In order to ensure the chain of custody is maintained, authorized personnel who need to access the found property impound lot must sign out the key and complete the Found Property Impound Lot log that documents the following: Report Number, Date, Time, Person accessing the lot, Reason for entering the lot, and Property submitted or removed from the lot.
4. The larger fenced section is for items of evidence. This includes vehicles, bicycles, or items too large to fit in other designated storage areas. Vehicles seized for forfeiture are also stored in this fenced area. This section has one gated entrance that is secured by a lock. The key to the lock is stored in the Supervisor Equipment Room at the Jupiter Police Department. Access to the evidence section is limited to supervisors, Master Police Officers, the Evidence Technician and Traffic Homicide Investigators. Authorized personnel must be present to oversee any access to the evidence lot, including vehicles seized for forfeiture.
5. In order to ensure the chain of custody is maintained, authorized personnel who need to access the evidence impound lot must sign out the key and complete the Evidence Impound Lot log that documents the following: Report Number, Date, Time, Person accessing the lot, Reason for entering the lot, and evidence submitted or removed from the lot.

H. The Evidence Technician should be called upon for assistance on a twenty four hour basis, when:

1. The storage lockers are full and no empty lockers remain for new evidence.
2. Valuable items too large to be stored in a locker are recovered and require immediate secure storage.

I. Evidence that has been improperly submitted, as determined by the Evidence Technician, will be handled as follows:

1. **Minor discrepancies** - Evidence will be accepted by the Evidence Technician for safekeeping, however immediate notification will be sent to the submitting member via an Evidence/Property Submission Discrepancy Notice, to correct noted discrepancies.
2. **Major discrepancies** - Evidence will not be accepted by the Evidence Technician. The Evidence Technician will contact the submitting officer immediately so the error can be corrected in a timely manner. The evidence will remain in the storage locker until

the discrepancy is corrected by the submitting officer. **Examples:** Improperly submitted drugs, cash, weapons, or bio hazardous materials.

- J. For physical evidence to be accepted by the court at the time of trial, it is essential that the chain of custody be maintained. The initial step in this process is properly marking or labeling an item at the time it is collected, seized, or received.
- K. Personnel will document all transfers of custody of physical evidence, including while in the field, in order to maintain the chain of custody. The record of transfer should include the date, time, reason for transfer and to whom the evidence was transferred.
- L. Members collecting/recovering evidence must describe each item on the property voucher and detail the circumstances by which the property came into their possession in the report narrative.

17.16.9 PROPERTY VOUCHER SUBMISSION

A. Evidentiary Submissions

- 1. All in-custody and evidentiary property obtained by agency personnel and taken into agency control will be recorded on a property voucher. The property voucher will be submitted using the Records Management System (RMS) prior to the end of the member's shift.
- 2. Information listed in a property voucher will automatically be linked to the case/report information in the Records Management System.
- 3. Do not list stolen items with property/evidence on the property receipt. Stolen items must be listed on its own property receipt with all copies forwarded to Records. Evidence or other actual property must have its own property voucher without stolen items listed on it.

B. Found Property Submissions

- 1. If found property being submitted is provided by a known person:
 - a. The Officer will complete a property voucher in order to submit the property into evidence.
 - b. The Officer will complete a Jupiter Police Department Property Receipt and have the complainant sign the Property Release Form on the back of the receipt. If the person refuses to sign the form, the officer will write "Refused" and write their ID number and date.
- 2. If the found property being submitted is found by an Officer or is provided by an anonymous source a Property Voucher is the only documentation required for

submission.

17.16.10 PBSO PROPERTY RECEIPTS

Certain types of evidence submissions expected to be sent to the Palm Beach County Sheriffs Office Crime Lab require a PBSO Property Receipt be completed prior to being sent for processing.

- A. All evidence submissions to be sent for lab analysis will still require a Property Voucher in order for the evidence to be submitted into the Jupiter Police Department Evidence Section.
- B. A PBSO property receipt will be completed as follows.
 - 1. **DUI Blood/Urine submissions** - Officer submitting blood/urine kit will complete a PBSO property receipt
 - 2. **DNA submissions** - Crime Scene Investigators will complete a PBSO property when it is determined the samples will be sent to the lab for processing
 - 3. **Sexual Battery Kits** - Detectives will complete a PBSO property receipt prior to sending the kit to the lab for processing.
 - 4. **Drug submissions** - The Evidence Technician will complete a PBSO property receipt upon receiving a request for lab processing from the State Attorney's Office.
 - 5. **Firearm submissions** - Detectives requesting submission of Firearms to the Crime Lab will complete a PBSO property receipt prior to the request.

17.16.11 SHARP INSTRUMENTS / SYRINGES

- A. Sharp Instruments
 - 1. Knives, edged instruments, or other sharp objects should be packaged in cardboard boxes before placing them into evidence to protect anyone handling the item from being injured.
 - 2. If the knife comes with a sheath, leave the knife in the sheath for packaging.
 - 3. Mark the outside of the box indicating which end is the point of the knife.
 - 4. Closed pocket knives do not require a cardboard box – unless to be processed for DNA.
- B. Syringes/Hypodermic Needles

1. Syringes of evidentiary value will be submitted into evidence using the small plastic bio hazard "sharps" tubes.
2. Syringes/hypodermic needles that are found and/or have no evidentiary value will not be submitted into evidence. They will be discarded in the "sharps" container located in the Evidence Packaging Room. The officer will document the number of found hypodermic needles on the CAD report only; a voucher submission is not necessary.

17.16.12 FIREARMS AND AMMUNITION

- A. Gloves will be worn if a firearm is to be processed for prints or submitted for processing.
- B. Firearms will not be picked up by placing an object in the end of the barrel.
- C. Evidence marks (e.g., submitter's initials, date, case number, etc.) will not be placed directly on the firearm, as marks may destroy the value of the evidence, as well as create liability concerns should a firearm be later returned to its owner.
- D. The firearm's description must be accurately stated on the property voucher and the package or tag. The following information must be provided:
 1. Manufacturer;
 2. Model;
 3. Serial Number;
 4. Caliber or Gauge;
 5. Type (revolver, semi auto, shotgun, etc.);
 6. Length of Barrel.

Note: *If a Crime Scene Technician or Detective is responding to the crime scene, the firearm will not be unloaded or unnecessarily touched by field personnel or other persons.*

- E. All seized/recovered firearms, whenever possible, will be unloaded before being put in the storage locker by the initial investigating officer or by the Crime Scene Investigator/Detective.
- F. All firearms will be boxed (rifles/shotguns) to prevent moisture and sweat from destroying the finish on firearms retained by the Department for an extended length of time.
 1. The word "**LOADED**" or "**UNLOADED**" will be written on the box and the Property Voucher (i.e., the gun is jammed or unable to be unloaded, etc.). "**LOADED**" or "**UNLOADED**" will be marked on all guns going to the FDLE or PBSO lab, as this is their policy.
 2. Ammunition, clips or magazines should be listed separately, but placed in the box

with the weapon.

- G. If crime scene personnel or a detective is not responding, firearms will be "rendered safe". Rendering a firearm safe implies removing all live ammunition from it.
- H. If a firearm has ammunition in the firing chamber, or the firearm is in such condition that it cannot be rendered safe, the Evidence Technician will be contacted for instructions in regard to submitting the firearm to Property/Evidence. **No unsafe firearm will be submitted directly into evidence without supervisor approval and not until the Evidence Technician has been contacted.**

I. Unloading Firearms

Employees will not attempt to unload any firearm when they are unfamiliar with the style/make of the firearm. If a firearm is to be unloaded by the submitting employee:

1. The firearm will be pointed to the ground and in a safe direction before attempting the unloading.
2. Ammunition should be handled as carefully as the firearm itself, in order not to disturb any fingerprints on the ammunition.
3. Ammunition should not be removed from any magazine. Magazines removed from firearms will be submitted with the ammunition left intact in the magazine.
4. Ammunition removed from a tubular magazine, firing chamber or cylinder, should be placed in individual bags with appropriate markings (on the bag) indicating the location in the firearm from which it was taken:
 - a. If the firearm is a revolver, spent, expended, or already fired ammunition should not be removed from the cylinder. Only live ammunition should be removed.
 - b. If the firearm is a revolver, the positioning of any spent and unspent cartridge casings within the cylinder should be indicated on a diagram drawn by the submitting employee.
 - c. If such a diagram is used:
 - i. Indicate which chamber of the cylinder was located at the "top dead center" (the cylinder aligned with the barrel when the cylinder was closed). This will be chamber #1;
 - ii. Counting clockwise, count each cylinder. The number of the cylinder must correspond with the number of the evidence bag holding the live cartridge that was extracted from the firearm (e.g., "evidence bag #4 contains live round taken from firearm chamber #4");

- iii. If the cylinder is to be closed back into the firearm after removal of ammunition, it should be closed in such a manner where chamber #1 (top dead center) is relocated back into its original position.
- iv. If the cylinder is to be left open, a small piece of paper indicating "Top Dead Center" and listing the submitting employee's name will be inserted into chamber #1.

d. Different kinds of ammunition (caliber, manufacturer) should be listed by their respective location on the diagram.

J. The submitting officer will give a description of the firearm (caliber, make, model, and serial number) to Communications for:

- 1. A computer inquiry as to any lost or stolen status. The results of any inquiry will be noted on the property voucher prior to submission.
- 2. An NCIC/FCIC Wanted Persons and Criminal History Check for Felony convictions, Domestic Violence convictions, Domestic/Repeat Violence Injunctions, or any outstanding warrants. The results of any inquiry will be noted on the property voucher prior to submittal.

K. Expended Ammunition

- 1. Submit all recovered bullets and cartridge cases.
- 2. No evidence marks will be placed on bullets or cases that will destroy any fingerprint or mark made by the weapon.

L. Live Ammunition

- 1. Attempt to recover any unused ammunition of the same brand and type for test firing and comparison purposes.
- 2. Unused ammunition should be given the same evidence safeguards as that given spent ammunition.

M. Packaging of Ammunition

- 1. Each container will be sealed with evidence tape and properly labeled.
- 2. Live ammunition still in its original box/container can be submitted in its entirety. Live ammunition in quantity can be placed together in a bag or other container and marked, "Caution, Contains Live Ammunition."

N. Firearms Release or Destruction

1. Firearms are disposed of under a separate statute, F.S.S. 790; therefore no "Finders Claim" may be made on found firearms.
2. Firearms taken as a result of a breach of peace or domestic violence case or those of an evidentiary nature will be released only to the person(s) named in a Court Order.
3. Firearms, knives, ammunition and medication should not be seized as evidence in any case that only involves a Baker Act without any criminal charges. The only time these items may be submitted to the Property/Evidence Unit is in circumstances where leaving them in place, such as leaving a firearm in an open field, would represent an imminent danger to the general public and no other alternative means of safely securing the item can be found. Prior to seizing firearms, knives, ammunition or medication related to a Baker Act, a supervisor must approve the seizure and the approving supervisor will be listed in the Offense/Incident Report.
4. If firearms, knives, ammunition or medication are seized for safe keeping, they are to be returned to the owner utilizing the same guidelines as returning property for any other purpose, as described in this procedure.
5. Proper photo ID must be presented and pursuant to F.S.S. 790.08, the charges in the case must be concluded.
6. Firearms of a non-evidentiary nature will not be released without written approval from the designated officer/case investigator or supervisor.
7. Before the return of any firearm, the following must be completed as close as possible to the release time:
 - a. NCIC/FCIC Stolen Gun Check
 - b. FDLE Background Check.
8. It is unlawful for any person convicted of a misdemeanor crime of Domestic Violence to ship, transport, possess or receive firearms or ammunition. This amendment applies to crimes committed prior to the effective date (retroactive) and applies to law enforcement officers.
9. Firearms forfeited, recovered or not claimed by owners will be disposed of per F.S.S. 790 and turned over to PBSO for destruction. Firearms of an evidentiary nature must be held for at least 60 days after case closure before being turned over for destruction. All firearms will be run through F/NCIC for stolen status before disposal. The teletype results on the firearms will be kept with the firearms disposal files.

- A. All drugs – recovered or seized are to be individually packaged, weighed and sealed by type of suspected narcotic or location. Found property drugs will be packaged and submitted in the same manner as all other drugs, except they will have a yellow “Found/Prisoner/ Safekeeping” sticker rather than a red “Evidence” sticker.
- B. Drugs in pill/ tablet form will be counted before packaging. Once packaged, the drugs will be weighed for the total package weight. The quantity of drugs and the total package weight will be documented on the Property Voucher and the red “Evidence” or yellow “Found/Prisoner/ Safekeeping” sticker.
- C. Narcotics will be weighed in the following manner:
 - 1. Officers will weigh the narcotics prior to packaging the evidence. This pre-package weight will be identified on the Property Voucher and the red “Evidence” or yellow “Found/Prisoner/ Safekeeping” sticker.
 - 2. Officers will package the narcotics and conduct a subsequent weighing (this weight will include the evidence, evidence bag, red evidence tag, and red evidence seal tape). Document this total package weight separately on the Property Voucher and the red “Evidence” or yellow “Found/Prisoner/ Safekeeping” sticker.
 - 3. If the amount of narcotics you are weighing is so small you cannot get a weight on the scale (example: weight comes up 0.0 grams), you must enter the words TRACE AMOUNT on the property voucher after the description
 - 4. If the item being submitted is wet (e.g. marijuana), it should be documented on the property voucher noting that the weight may fluctuate to a lower weight when the item dries.
- D. Drug paraphernalia will be packaged separately from the drugs and submitted using a Property Voucher.
- E. Dry cannabis – package in plastic.
- F. Wet cannabis - package in paper to allow it to dry and not risk ruining the value of the cannabis for lab analysis and court case presentation.
- G. Cannabis plants - if found in pots or containers, photograph same, then remove the plant from the pot, dispose of the soil, bag the plant in PAPER ONLY, tag the container separately and label in a manner that will identify the container to the plant .
- H. Narcotics and dangerous drugs will not be accepted into property storage unless packaged, labeled, and sealed by the investigating officer. "Sealed Package" is defined as packaging that would not allow the contents to become accessible to unauthorized persons only upon a deliberate attempt to violate the integrity of the taped seal.

- I. Packages will not be opened except for the sole purpose of requested testing, authorized and recorded inspection, or disposal.
- J. All packages utilized for storage of narcotics and dangerous drugs, including the containers into which they have been stored, will be inspected and examined by the Evidence Technician to ensure that they have not been tampered with.
- K. If any discrepancy exists between what is submitted and what is listed on the Property Voucher, the evidence will not be accepted and the submitting officer will be contacted immediately.
- L. Drugs recovered and submitted as evidence or recovered property will be subject to a presumptive test utilizing standard testing procedures. This test will be witnessed by at least one member or employee in addition to the member or employee conducting the test.
- M. Evidence suspected of containing Fentanyl or Carfentanil based on information obtained through investigation, is not required to be field tested prior to submission as evidence or to the laboratory. Officers shall indicate on the Evidence Voucher that a field test of the drug was not performed due to suspected Fentanyl or Carfentanil.

17.16.14 DRUG PARAPHERNALIA

- A. Besides storage as evidence, paraphernalia should be submitted for analysis only if the substance contained in or on the item in question is useful for successful case prosecution.
- B. Syringes with needles attached are extreme health hazards and should be handled with care at all times. The needle portion, whenever possible, should be covered with its own protective cap, if available.
- C. All needles of evidentiary value will be placed in small plastic bio hazard "sharps" tube. The "sharps" tube will then be sealed in a plastic container and clearly marked, "Caution, Syringe with Needle Attached."
- D. Razor blades may be secured and taped between two pieces of cardboard so they cannot slide out. They are to be sealed in a paper or plastic container and clearly marked, "Caution, Razor Blades. "

17.16.15 PRESCRIPTION MEDICATIONS

- A. **Prisoner Property** - Medications prescribed to a prisoner which are in his possession at the time of his arrest will be returned to him at the time of his release from the Jupiter Police Department Detention Facility, or will be transported with him to the Palm Beach County Jail and turned over to the booking personnel along with the prisoner's other personal property.
- B. **Found Medications** - Medications submitted as found property or safekeeping will not be

released to the owner due to the liability risk. Owners may have their physician or pharmacist contact the Evidence Technician to confirm, either verbally or by faxing the property receipt, the medications are in the possession of the Jupiter Police Department in order for the owner to obtain new medications.

17.16.16 NON-HAZARDOUS LIQUIDS (INCLUDING ALCOHOLIC BEVERAGES)

- A. Open containers of liquid that require analysis, laboratory processing or special preservation and where the original cap or seal is available, may be re-sealed, placed into an evidence bag, labeled with the type of liquid (if known), and submitted to evidence.
- B. If the container cannot be re sealed, a Crime Scene Investigator will be summoned to the scene to take possession. In order to make necessary preparations, the Investigator should be given a description of the suspect material before being advised to respond to the scene.
- C. **Flammable liquids/combustible property** - will not be submitted to the Evidence Room. Combustible property will be secured in the caged sallyport room and the evidence technician should be notified via voice mail.
 - 1. Cigarette lighters will not be submitted to the Evidence/Property Room unless required as evidence for trial.
 - 2. Dry cell batteries will not be stored in the Evidence/Property Room due to their caustic nature and the possibility of leakage, except when required as evidence. Batteries will be removed from any impounded instrument or device before submission.
- D. **Urine Specimens** - will be packaged in the special container and leak-proof pre labeled plastic jars provided in the Evidence Processing area. Complete the labels on the specimen container and place it in a heat sealed plastic bag with a BIO HAZARD label and evidence label. Place the container and the bag in an upright position after tightening the lid to prevent any leakage and place in a locker.
- E. **Alcoholic Beverages** - partially full cans will be emptied before submitting and bagged in paper, not plastic. In the case of open bottles of liquor, tape the top securely and bag in an upright position to ensure there is no leakage. The bag should be clearly marked, "Contains Liquid, This Side Up." For the purpose of successful prosecution, samples of alcoholic beverages should be taken from the containers and placed into the aforementioned specimen jars. A PBSO Property Receipt will be completed, and the sample will be forwarded to the PBSO lab for testing.

17.16.17 HAZARDOUS / BIOHAZARDOUS MATERIAL

- A. Evidence gloves will be worn when dealing with bio hazardous materials.
- B. When coming into possession of any item requiring special attention, such as bloody

clothing, hazardous material, etc., it will be the responsibility of the submitting officer to notify their supervisor. If needed, a Crime Scene Investigator may be contacted for proper packaging instructions.

- C. When possible, allow wet or damp items to thoroughly dry before packaging, using the drying cabinet if necessary. All items soiled with body fluids will be packaged in paper bags. Plastic will cause items to mildew and destroy any evidentiary value of the fluids.
- D. If items are going to be placed in the drying cabinet for follow up investigation, use a new, clean red bio hazard plastic liner in the bio hazard container to eliminate cross contamination.
- E. Place suspect and victim evidence in the drying cabinet separately to avoid cross contamination.
- F. When drying is completed, the property must be secured in a locked, caged area.
- G. Use the BIO HAZARD labels provided in the Evidence Processing area and place on all packages that contain any type of body fluid, whether evidence or recovered property. Body fluids can be blood, semen, urine, feces, vomit, or body parts.
- H. If refrigeration is needed, contact the Evidence Technician, or place the items in the temporary storage refrigerator, located in the Evidence Processing area.

17.16.18 PAPER EVIDENCE

- A. A photocopy of ALL paper evidence (e.g., money, checks, receipts, notes, contracts, etc.) will be attached to the original report or arrest package. This is not needed for evidence, as the original should be placed into evidence, if at all possible. Each photocopy of legal tender will contain the serial number and denomination.
- B. In order to eliminate the unnecessary reopening of the evidence package, it is recommended to retain a photocopy of paper evidence that will need to be viewed during ongoing investigations.

17.16.19 MOPEDS AND MOTORIZED VEHICLES

- A. Motorized vehicles for the purposes of this section shall include mopeds, ATV's, golf carts, boats, etc.
- B. All motorized vehicles impounded as a result of a traffic crash or for evidence will be towed via designated wrecker service to the vehicle impound lot located at the Town Maintenance Facility.
- C. In the event extensive crime scene processing is required on a vehicle, the vehicle will be secured in the contained evidence area of the vehicle storage facility. The following

procedures will be followed when utilizing the vehicle storage facility:

1. Vehicles involved in traffic crashes, or any vehicle found to be leaking fluids of any kind will not be stored in the facility. These vehicles will be stored in the vehicle impound lot.
2. Vehicles will be secured in the facility using the padlock located inside the building. The key will be deposited into the evidence drop slot located inside the police department.
3. Members assigned to process vehicles will retrieve the key from the evidence custodian, following proper chain of custody procedures.
4. Upon completion of the processing of the vehicle, the member processing the vehicle is responsible for relocating the vehicle to the vehicle impound lot. The keys will be returned to the evidence section following processing.

D. All vehicles impounded will be properly marked with an evidence tag, including the Officers name, ID number, and case number.

17.16.20 LICENSE PLATES / TAGS

- A. **Evidence** – When a tag is taken as evidence and there is a possibility it will become an ongoing investigation, heat seal the tag in plastic with red evidence tape and a red evidence sticker attached.
- B. **Seize Tag Orders** – Write the following on the back of a tag with a black marker: The word seized, the date, report number and your ID/employee number. The tag does not need to be packaged as it will be forwarded to the DHSMV. A teletype printout of the seize tag order is required.
- C. **Found and Safekeeping Tags** – Tag does not need to be packaged as it will be forwarded to the DHSMV. Write the following on the back of a tag with a black marker: The word found or safekeeping, the date, report number and your ID/employee number.

17.16.21 BICYCLES

Bicycles will be marked with the report number and submitting officer's ID #s. Bicycles will be secured at the found property impound lot at the Jupiter Maintenance Facility. The Property Voucher will be submitted through the Records Management system.

17.16.22 CURRENCY

- A. **All money** submitted as evidence, forfeiture, found property, prisoner property or safekeeping will be counted and itemized on a Currency/Coin Inventory Form, and the total initialed by two officers.

- B. **All money**, along with the Currency/Coin Inventory Form, will be placed in a sealed plastic bag with red evidence tape, separate from other items, with the Currency/Coin Inventory Form facing outward for easy reference by the Evidence Technician.
- C. All currency submitted to the Property/Evidence Unit for safekeeping and evidence will be deposited into the designated Jupiter Police Department property and evidence bank holding account. All transactions will be documented as well as the chain of custody will be noted. Quarterly audits of the ledgers will be audited. An exception to this procedure is money recovered from a bank robbery, counterfeit money, money received from reverse drug operations, or other circumstance where money itself is the physical evidence of a crime.

17.16.23 VIDEO AND AUDIO RECORDINGS

- A. Video/Audio Recordings must be packaged separately from other items.
- B. **Audio Tapes** - Audio tapes must be packaged separately from other items. Officers will mark the following on the label of the audio tape: Report number, Officer's name and ID numbers, Date and Time taken, Type of incident/case reference, and identify by name the person(s) who is on the tape, if known.
- C. **Video Tapes** - Video tapes must be packaged separately from other items. Officers will mark the following on the label of the video tape: Report number, Officer's name and ID numbers, Date and Time taken, Type of incident/case reference, and identify by name the person who is on the tape, if known.
 - 1. If the video tape has time markers on the tape, indicate on the property voucher the beginning time of the incident, the ending time of the incident, and the date of the incident.
 - 2. If the video tape has no time markers on the tape, cue the tape to the beginning of the incident before submitting it into evidence. Note on the property voucher that the tape is cued to the beginning of the incident and note how long the incident lasts.
- D. **Video/Audio Digital Recordings** - Video/ Audio Digital Recordings will be downloaded onto a departmental computer and burned to a new CD-R/DVD-R. CD/DVDs are also the preferred storage media for security surveillance video created by a victim/witness.
 - 1. Department members will verify that all Video/Audio recordings have been successfully burned onto the CD-R/DVD-R.
 - 2. If possible, in cases involving felony arrests, the officer should make a "copy" CD at the time the original recording is being transferred to CD. Submit the original into evidence, labeled as "original", and the other "copy" in to the Records Section for inclusion into the filing packet.

3. Cases with no arrest or suspect information only require the “original” recording to be submitted into evidence.
4. The submitting department member must ensure the following information is indicated on the label of the CD R/ DVD-R: Case number, Officer’s name and ID numbers, Date and Time taken, Type of incident/case reference, and identify by name the person(s) who is on the Video/ Audio recording, if known.

17.16.24 PHOTOGRAPHS

A. **Digital Photographs** - The CD-R will be secured into evidence as follows:

1. Seal the CD-R in a "Photo" envelope with red evidence tape.
2. Complete all information on the photo envelope.
3. Complete a property voucher and secure into evidence.
4. In cases involving Domestic arrest, the officer should make a “copy” CD at the time the original photographs are being transferred to CD. Submit the original into evidence, labeled as “original” and submit the “copy” into the Records Section for inclusion into the filing packet.

B. The Jupiter Police Department does not utilize or possess any equipment for conventional photography. All photographs taken will be taken digitally and submitted using the above procedures.

17.16.25 LARGE PROPERTY CONSIDERATIONS

- A. Large bulky items are items that cannot be bagged, sealed or transported by field personnel.
- B. If field personnel are processing a scene, the item will be processed the same as other evidence.
- C. If the item cannot be processed by field personnel, a Crime Scene Investigator/Detective will be summoned to take charge of the scene:
1. Field personnel will not abandon the scene/evidence until relieved by a Crime Scene Investigator/Detective.
 2. The Crime Scene Investigator/Detective will determine any special processing needs upon their arrival at the scene.
 3. Upon arrival at the scene, the Crime Scene Investigator/Detective will determine an appropriate means of transporting the property.

D. If the item can be processed by field personnel but must also be taken into custody as evidence, field personnel will:

1. Mark/Tag the property;
2. Notify the Evidence Technician so that they may:
 - a. Respond to the scene and take custody of the property; or
 - b. Determine an appropriate means of transporting the property to the Department's applicable evidence storage area (e.g., JPD vehicles or Town vehicles, rotational wrecker service, etc.).
3. When a private service or the Public Works Department transports evidence to a secure storage area for processing or storage, the service company or Public Works employee(s) will be followed by an officer, who will allow access to, and supervise the transfer of the evidence into the secure area.
4. The full name of the person transporting the evidence will be documented on the property voucher.

E. Under no circumstances will evidence of any kind be left in any non-secure environment.

17.16.26 RECOVERED STOLEN PROPERTY / RETURNING PROPERTY

A. Some property or evidence may be returned to the owner immediately (i.e., shoplifting cases). The member releasing the property must:

1. Photograph the item(s)
2. Complete a Jupiter Police Department property receipt.
3. Obtain a signature from the owner or the person receiving the item(s) in the appropriate signature block on the Property Receipt.
4. The member will write "Returned to Owner" in the transaction block at the bottom of the receipt, and forward the original Property Receipt to the Records Section
5. The CD containing the film/photograph (evidence) will be submitted to the Evidence Section through the Property Voucher system.

B. If stolen property is recovered (i.e., FCIC/NCIC hit), a notation will be made on the Property Voucher stating this, and a copy of the teletype will be submitted to the Records Section with the original report.

17.16.27 FOUND, PRISONER, AND SAFEKEEPING

- A. Property submitted as Found, Prisoner, or Safekeeping that is exceptional, valuable or sensitive (e.g., money, jewelry, precious metals, etc.) will be sealed with red evidence tape.
- B. Found, Prisoner, or Safekeeping property that is part of a follow up investigation will be submitted as evidence because property secured as Found, Prisoner, and Safekeeping property is destroyed after 90 days.
- C. If a participant relinquishes drugs and/or drug paraphernalia upon entering the Police Opioid Program, the items will be documented on a Property Report and categorized as Found Property. Any drugs and/or drug paraphernalia relinquished, will be submitted to the Evidence Technician and stored within the Property and Evidence Room until ready for destruction.
- D. In cases of "recovered/found property", the submitting officer will use the following procedures in order to locate and/or notify the owner of the property.
 - 1. Attempt to contact the owner by phone.
 - 2. Have the appropriate district unit respond to the owner's residence or business to contact him or leave a message.
 - 3. If the owner lives outside Jupiter jurisdiction, contact other law enforcement agencies for assistance.
 - 4. Call the 1-800 customer service numbers on credit card(s) and inform them of the found property. Have the Evidence Technician take any return phone calls.
 - 5. Use any business cards to assist in locating the owner.
 - 6. Use medical/healthcare cards to assist in locating the owner. Leave messages if after hours.
 - 7. List on the property receipt what attempts you have made to locate the owner.

17.16.28 SUBMITTING EVIDENCE FOR ANALYSIS

- A. If any item must be submitted to the PBSO or FDLE labs, the applicable submittal forms will be completed accurately by the submitting officer and attached with the item(s). Items will not be transported to the labs without the proper forms completed and attached.
- B. The following forms are available and located in the report form storage areas;
 - 1. Palm Beach County Sheriff's Office Property Receipt
 - 2. Palm Beach County Sheriff's Office DNA Submission Form

3. FDLE Request For Examination Of Physical Evidence
 4. FDLE Request For Examination Of Narcotics, Dangerous Drugs and Toxicology
 5. PBSO Laboratory Analysis Request (to be used for DUI blood kits or urine examinations only).
- C. It will be the Evidence Technician's or designee's responsibility to transmit the item(s) to the PBSO or FDLE crime labs, unless an emergency exists; then the submitting officer may deliver the item, have the intake officer sign the property receipt, then return all paperwork and receipts to the Evidence Technician to be filed.
- D. Evidence requiring an FDLE or PBSO lab analysis will be delivered to the crime lab by the Evidence Technician, generally within one week, unless extenuating circumstances require immediate transmittal.
- E. When a PBSO Property Receipt or FDLE Form is completed and submitted to the Evidence Technician for analysis, a copy of the original form will be photocopied and submitted to the Records Section, for placement in the original case file. This pertains to the PBSO Laboratory Analysis Request as well.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.17 - Cold Case Investigation

Subject: Cold Case Investigation

Issued: 12/07

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this General Order is to establish a procedure where unsolved/cold cases are periodically reviewed and updated.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

DISCUSSION

Typically, cold cases are violent or other major felony crimes, such as murder or rape, which unlike unsolved minor crimes are generally not subject to a statute of limitations. With the advent of improving DNA testing and other forensic technology, law enforcement has made great strides in its ability to identify unknown offenders, even years after the crime occurred. It is imperative that law enforcement agencies have a system in place that ensures cold cases are being periodically renewed.

POLICY

The Criminal Investigations Supervisor will ensure that cases designated as “Cold Cases,” are reviewed and updated every two years by a detective.

DEFINITIONS

Cold Case - refers to a criminal investigation that remains unsolved and “on the books.” These are generally cases where investigators have thoroughly exhausted all viable leads and have utilized all modern forensic technology available, yet have been unable to bring the case to a successful conclusion.

17.17.1 INVESTIGATIVE PROCEDURES

When attempting to reopen cold cases, whether because of a new tip received or through proactive methods, the following steps should be considered:

- A. Conduct a complete and thorough review of the case file. This should include, but is not limited to:
 - 1. Review all reports, case notes and related documentation;
 - 2. Review all autopsy files and photographs if applicable;
 - 3. Determine if victims, witnesses and suspects are still alive and can be located.
 - 4. Assure evidentiary items are still being maintained in property and evidence.
- B. The investigator will physically locate and establish the availability of all physical evidence. Once the evidence has been located a determination will be made to see if new advances in science and/or technology can be applied.
- C. Organize and/or reorganize the case file as needed:
 - 1. Incident reports;
 - 2. Supplemental reports;
 - 3. Crime scene reports;
 - 4. Key individual's statements;
 - 5. Time lines;
 - 6. Medical Examiners Reports
- D. Reconstruct the crime. Attempt to determine who, what, where, when and how the crime occurred.
 - 1. Study the original crime scene reports
 - 2. If possible, revisit the crime scene
 - 3. Interview all original officers, detectives, crime scene personnel, witnesses, suspects, family members, and acquaintances.
 - 4. If new forensic technology is available, re-submit all forensic evidence for examination
- E. When reviewing unsolved homicides, try to determine who has benefited the most,

financially, from the death of the victim.

1. Re-do all background checks on suspects and witnesses
 2. Identify the changes in associations and personal relationships
- F. Upon complete review of the cold case, detectives will complete a comprehensive supplemental report detailing the additional action taken.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.18 - Forensic Services Vehicles

Subject: Forensic Services Vehicles

Issued: 01/09

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this General Order is to maintain a vehicle for the Forensic Services Section to utilize in order to more efficiently respond to calls for service

SCOPE

This General Order applies to the members of the Forensics Services Section of the Operations Support Division.

POLICY

The Jupiter Police Department will maintain a vehicle for the Forensic Services Section to utilize in order to more efficiently respond to calls for service.

- A. Forensic Services Section vehicles will be operated by members of the Section or as directed by the Forensic Services Section Supervisor. A valid driver's license is required as directed in the job description. All members will receive the necessary training to properly utilize all equipment and materials stored in the vehicles.
- B. Vehicles assigned to the Forensic Services Section will maintain equipment and materials necessary for the identification, collection and preservation of evidence. Upon request, the vehicles will be used to respond to crime or accident scenes.
- C. The vehicles will contain, at a minimum, the following equipment:
 - 1. 35mm camera with flash unit, lenses and film;
 - 2. Digital Camera
 - 3. Shoeprint and tire track casting material;

4. Metal detector
 5. Barrier tape;
 6. Fingerprint kits for latent and elimination prints;
 7. Presumptive blood and collection kits;
 8. Measuring devices (tape measure, walking stick, etc.);
 9. Flood light;
 10. Sketch pad;
 11. Physical evidence packaging and collection material;
 12. Miscellaneous tools
- D. Each Crime Scene Technician will be responsible for the condition and maintenance of their assigned vehicle, which will be inspected monthly by the Forensic Services Section supervisor's designee. All inspection forms will be maintained by the Forensic Services Section.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.19 - Video Media Processing System

Subject: Video Media Processing System

Issued: 04/09

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this General Order is to provide guidelines for the use of the Video Media Processing System.

SCOPE

This General Order applies to all sworn personnel of the Jupiter Police Department.

POLICY

It is the policy of the Jupiter Police Department to use the Video Media Processing System to process surveillance videos for the purpose of criminal investigations in order to preserve evidence.

17.19.1 GENERAL PROCEDURES

- A. Officers/Investigators operating the Video Media Processing System will become familiar with the written operating instructions and care and maintenance of the equipment.
- B. Only qualified Officers/Investigators who have attended the basic instructional course through the Video Media Processing System provider or Officers/Investigators who have been instructed by qualified operators of the system may utilize the equipment.

17.19.RESPONSIBILITIES OF THE OFFICER/INVESTIGATOR REQUESTING THE PROCESSING OF A VIDEO

- A. Officers/Investigators must first obtain the video from the store/company where the crime occurred or request that the segment of video be downloaded to a disk.
 - 1. If the video is digital, Officers/Investigators should request that the video player and drivers be downloaded onto the disk.

2. If the video is on a VHS tape, the safety tab on the tape must be removed to ensure the evidence is not recorded over.
- B. All videos will be considered evidence and will be processed in accordance with General Order 17.16, Collection, Preservation and Submission of Evidence.
 - C. Officers/Investigators will submit a request using the Criminal Investigations Section Request Form. All pertinent information will be completed, including the date and time the incident took place and, if possible, a detailed description of the suspect. The request will be forwarded to the Criminal Investigation Section Supervisor for assignment.

17.19.3 RESPONSIBILITIES OF THE VIDEO MEDIA PROCESSING SYSTEM OPERATOR

- A. Retrieve the video to be processed from the evidence room.
 1. If the video is digital, the operator must first process and capture the video on a “stand alone” computer that is not connected to the Video Media Processing System.
 2. If the video is a VHS tape, the video may be processed directly into the Video Media Processing System.
- B. Once the video has been processed, the final product will be exported and saved onto the hard drive. It will then be copied to a disk and either given to the Officer/Investigator to be placed into evidence or placed into evidence by the Video Media Processing System operator.
- C. The Video Media Processing System Operator will complete a report on a Video Evidence Processing Report form.
 1. If the video processed was part of an investigation that was conducted by the Jupiter Police Department, the report will be forwarded to the Records Section for inclusion in the original case file.
 2. If the video was part of an investigation conducted by an outside agency, the operator will write a Video Evidence Processing Report, however, the report will be assigned a control number through the Jupiter Police Department’s Criminal Investigation Section. A copy of the report will be provided to the outside agency and a copy will be maintained in a file within the Jupiter Police Department’s Criminal Investigation Section.

17.19.4 MAINTENANCE OF THE VIDEO MEDIA PROCESSING SYSTEM

- A. All maintenance of the Video Media Processing System will be conducted by personnel from the Information System Department of the Town of Jupiter or qualified operators of the system.

- B. All backup files that are automatically created and stored by the Video Media Processing System, that no longer have evidentiary value; will be deleted after 90 days in order to conserve space on the hard drive.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.2 - Sexual Battery Investigations**

Subject: Sexual Battery Investigations	Issued: 04/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 10/18
Signature: <i>Signature on File</i>	Revision #: 4

PURPOSE

The purpose of this General Order is to establish guidelines for the investigation of sexual battery complaints.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will reduce the incidence and severity of sexual violence, protect victims of sexual violence, provide them with support through a combination of law enforcement and community services, and promote officer safety.

Sexual violence complaints will be vigorously investigated. Response to sexual violence complaints will not vary on the basis of the characteristics, status or profession of the victim or perpetrator (including status of victim or perpetrator as an employee of this agency), or the nature of the relationship between the victim and perpetrator.

High priority will be assigned to ensuring victim safety and referral to appropriate services. Consistent with this, the following policy components are adopted.

17.2.1 COMMUNICATIONS PROCEDURES

- A. Call priority: Even if the sexual violence being reported is no longer in progress, the call should be handled as a high priority in accordance with the criteria prescribed by generally applicable departmental procedures for purposes of assisting the victim and preserving

evidence.

- B. After the responding officer arrives on the scene, if the victim requests an officer of a different sex, one will be dispatched if available.
- C. The victim should be advised by Communications personnel not to:
 - 1. Change clothes,
 - 2. Wash,
 - 3. Use the bathroom,
 - 4. Drink anything,
 - 5. Comb hair, or
 - 6. Disturb anything about the scene.
- D. Communications personnel will ascertain the medical condition, needs and location of the victim; location and time of the incident; description of the suspect; whether the suspect is still present and if not, direction and mode of the suspect's travel.
- E. Communications personnel will ascertain whether the victim has special needs (including, but not limited to situations in which the victim is hearing impaired or does not speak English). Communications personnel will inform the officer of the special need and will attempt to make available to the officer (at the scene or via phone) the appropriate resources. Whenever possible, the interpreter resource should be unaffiliated with the victim and the perpetrator.
- F. Communications personnel will never ask the victim whether he/she plans to cooperate with prosecution.
- G. Whenever possible and appropriate, the Communications personnel will stay on the phone with the victim to provide assistance and comfort until a patrol unit arrives.
- H. For 9 1 1 or other emergency call hang-ups where the call location information is available, communications personnel will always attempt a call back AND dispatch a unit, as well.
- I. Communications personnel will not cancel the officers(s) response to a sexual violence complaint regardless if the request is made during the initial call or a follow up call. However, the Communications Officer will advise the officer of the request.

17.2.2 INITIAL RESPONSE / INVESTIGATION AND VICTIM SUPPORT

The first officer to arrive on the scene of a sexual battery must realize that the victim may have

been traumatized psychologically, emotionally, and physically. Regardless of the relationship between the victim and suspect, the responding officer will:

- A. Respond to the scene; administer first aid, if necessary; request medical support, if necessary; and protect the crime scene.
- B. Determine the location of the actual crime scene, since the victim will often report the crime from a location other than the main crime scene. It should also be determined if the victim was in a vehicle with the assailant either prior to or after the assault. Efforts should be made immediately to locate and secure these "other" crime scenes. A Detective or Crime Scene Technician shall be called, if necessary.
- C. Request a rape crisis counselor/advocate, if available, report to the scene, the medical facility to which the victim is being transported, the Police Department, or other specified location.
- D. Together with the rape crisis counselor/advocate, attempt to gain the victim's trust and confidence by showing understanding, patience and respect for personal dignity and using language appropriate to the age, educational level and emotional condition of the victim.
- E. Conduct a preliminary interview with the victim to establish the facts of the reported crime. This initial questioning should be limited to those matters necessary to identify the victim, suspect, and witnesses, and to describe and locate the suspect, witnesses and physical evidence. If there is a request that the interview be conducted by an officer of another sex, this request should be honored, if possible. Similarly, requests for the presence during this interview of victim support persons should be honored, if practical.
- F. If the victim is 16 or 17 years of age, comply with applicable statutes and regulations.
- G. Make arrangements for transportation of the victim to the location of the victim's choice within the local vicinity.
- H. Provide the victim with the "Sexual Battery Victim's Rights Brochure" as required by Florida State Statute 794.052.
- I. Not initiate discussion of, or accept, a complaint withdrawal. Nor should the officer have the victim sign a Waiver of Prosecution.
- J. Follow these procedures regardless of the relationship between the victim and suspect.

17.2.3 DNA EVIDENCE COLLECTION

- A. Determine the location of the crime scene, and take appropriate measures to locate, protect, and preserve evidence, to include:
 - 1. Ensure that the victim does not contaminate or destroy evidence by bathing,

showering, or urinating.

2. Determine what clothing was worn by the victim at the time of the incident. If the victim has changed clothes, locate and secure each item of clothing in a separate paper bag, as evidence. (The officer should observe appropriate biohazard precautions when handling this type of evidence, i.e., rubber gloves, biohazard labels, etc.)
 3. Items touched by the suspect; bed sheets, if applicable, and any weapons.
- B. Request, as appropriate, that the victim consent to an initial forensic physical examination, emphasizing its importance for his/her physical well being as well as the investigative and apprehension efforts. An officer or a rape crisis counselor/advocate should transport or accompany the victim to the health care facility. Prior to being transported to the treatment facility, the victim should be advised that it may be necessary for clothing to be taken as evidence and that; therefore, he/she should bring a complete change of clothing.
 - C. If a physical examination is conducted, request that medical or other appropriate personnel take photographs and provide written documentation of the victim's injuries.
 - D. If the officer suspects that the offender may have administered a drug or the victim states that a drug was administered which caused the mental incapacitation of the victim, the officer must request that a grey top vial of blood (in addition to red top and purple top vials) be drawn and a urine sample obtained for drug testing purposes.
 - E. The officer should request that the victim sign a Release of Medical Records form (allowing for the release of only those records which pertain to the sexual assault). Following the Attorney General's protocol, the officer will sign a sexual battery claim form.
 - F. If a physical examination is conducted, impound the exam kit as evidence, and process it in accordance with department procedure.
 - G. A sexual assault evidence kit (SAK), or other DNA evidence if a kit is not collected, must be submitted to the criminal analysis laboratory under F.S.S. 943.32 for forensic testing within 30 days after receipt of the evidence if a report of the sexual offense was made to the agency.
 - H. Requests to have the evidence tested may be by the alleged victim; alleged victim's parent, guardian, or legal representative, if the alleged victim is a minor; or the alleged victim's personal representative of the alleged victim is deceased.
 - I. The alleged victim or person representing the alleged victim as defined above must be informed of the purpose of submitting evidence for testing and the right to request testing by a medical provider conducting a forensic physical examination for purposes of a sexual assault evidence kit or the agency when collecting other DNA evidence associated with the sexual assault if a kit is not collected.

- J. The testing of sexual assault evidence kits (SAK) must be completed no later than 120 days after submission to the criminal analysis laboratory.
- K. If there is documentation supporting the finding that a crime has not been committed, the case will be considered unfounded and the SAK will not be submitted to the laboratory.
- L. Storage of evidence shall be maintained in a secure, environmentally safe manner until at which time the agency is approved to destroy the evidence.
- M. SAKs from a non-reporting victim should not be submitted to the laboratory. To test a non-reporting kit would violate the privacy and confidentiality of the victim's health records under the Health Insurance Portability and Accountability Act (HIPAA).
- N. If initially the incident is a non-report, and the victim converts to file a report, he/she must sign a release authorizing the medical provider to make their identity known and the forensic examination record available to the agency.

17.2.4 INITIAL RESPONSE: REPORT WRITING

- A. The officer(s) responding to a sexual battery complaint will prepare an Offense Incident Report.
- B. The officer will not disregard a complaint due to any of the following:
 - 1. Assertion by the suspect that consensual sex occurred;
 - 2. Chemical dependency or intoxication of the parties;
 - 3. Marital status; sexual orientation; race; religion; profession; or cultural, social, or political position of either the victim or suspect;
 - 4. Disability status of the victim (including physical, sensory, cognitive or emotional disability);
 - 5. Status of the suspect as a law enforcement officer;
 - 6. Current or previous relationship between the victim and suspect;
 - 7. His/her belief that the victim will not cooperate with criminal prosecution or that the arrest may not lead to a conviction;
 - 8. Occurrence of the incident in a private place;
 - 9. Disposition of previous police calls involving the same victim or suspect;

10. Sexual or criminal history of the victim;
 11. Lack of physical resistance;
 12. Manner of the victim's dress or behavior;
 13. Victim request that the suspect use a prophylactic device; or
 14. Assumptions about the tolerance of violence by cultural, ethnic, religious, racial or occupational groups.
- C. When documenting a sexual violence crime, the officer should identify the report as "Sexual Violence," not "Alleged Sexual Violence." Such a modifier implies doubts about the accounts of sexual assault victims.
- D. Maintaining high objectivity, the officer should ensure all elements of the crime are included in the report. The report should include:
1. Documentation of all verbal or written statements;
 2. Documentation of names, addresses, phone numbers and statements of all witnesses. All information which can be used to identify the victim (e.g., name, date of birth, address, occupation and place of employment, vehicle license number) will remain confidential in accordance with Chapters 794 and 119 F.S.
 3. Documentation of alternative addresses and other location identifiers in case the victim changes location (for instance, names and addresses of key victim contact persons);
 4. Information regarding the relationship between victim and offender;
 5. Documentation of all evidence;
 6. Documentation of injuries (visible or complaint of pain);
 7. Documentation of unusual or suspicious behavior and fetishes on the part of the suspect; and
 8. Reference to all related reports.
- E. The officer can make objective observations as to the victim's behavior and conditions, if relevant. However, personal opinions as to the credibility of the victim will not be included in the report.

17.2.5 SEXUAL ASSAULT - VICTIM NOT REPORTING TO LAW ENFORCEMENT

Florida law allows the victim of a sexual assault to have a forensic exam paid for by the state regardless of whether or not they choose to report the assault to law enforcement.

PALM BEACH COUNTY PROTOCOL

A. Engaging Certified Rape Crisis Program Victim Advocate (Palm Beach County Victim Services, toll-free hotline 1-866-891-7273):

1. When a sexual assault victim arrives at a hospital requesting a forensic exam, the hospital will immediately call the certified rape crisis program, using the toll-free hotline.
2. If a sexual assault victim first presents to law enforcement, the officer will contact an advocate to meet them at the hospital; if the victim contacts a law enforcement agency's dispatch center, the communications officer will direct the victim to the nearest hospital emergency room and provide the Rape Crisis hotline number to the victim.
3. If it is determined that additional evidence is at a secondary location, the victim advocate and/or the responding officer will decide how to proceed according to victim's wishes and policy/protocol.
4. The advocate will stay with the victim until the exam is completed and will also offer to provide follow up services.

B. Engaging Law Enforcement

1. The hospital will notify law enforcement agency of jurisdiction to collect evidence.
2. Jurisdiction is determined by the location of the emergency room hospital.
3. The responding law enforcement officer will document the collection of sexual assault forensic exam kit by obtaining a case number and completing an information non-crime report.
4. Arriving officer signs the "Sexual Battery Claim Form" for hospital reimbursement from the Office of the Attorney General.
5. Clothing will be collected by the hospital using standard evidentiary protocol if the victim chooses to provide the clothing.

C. Tracking Sexual Assault Evidence Collection Kits (SAK) and Toxicology Kits:

1. The hospital will collect the sexual assault evidence collection kit (SAK) and any toxicology kit and maintain records in a manner that protects the identity of the victim.

2. The hospital will label the sexual assault forensic exam kit and any toxicology kit with the patient/medical record number.
3. Hospital emergency rooms and emergency departments will not hold completed sexual assault forensic exam kits, toxicology kits, or other evidence for long-term storage.
4. The name of the victim will not be recorded on the outside packaging of the sexual assault forensic exam kit or any toxicology kit.
5. The responding victim advocate will record and track the patient/medical record number on the Victim Services sexual assault forensic exam form.
6. If the victim later chooses to file a report with law enforcement, the victim must sign a release authorizing the certified rape crisis program and hospital to make the patient/medical record available to the law enforcement agency storing the kits and evidence. The victim advocate will contact the law enforcement officer on behalf of the victim to initiate a full crime report. The certified rape crisis program will not release the patient/medical record number without the victim's consent.
7. Victim Services will supply the sexual assault evidence collection exam and toxicology kits.

D. Storage and Transportation of Sexual Assault Evidence Collection Kits (SAK) and Other Evidence:

1. The law enforcement agency storing the evidence will:
 - a. Toxicology kits must be stored in a secure refrigerator in a secure storage area. Sexual assault forensic exam kits must be stored in a secure storage area.
 - b. Store clothing in sealed evidence bags in a secured storage area at room temperature.
2. Guidelines for maintaining chain of custody and storage of evidence:
 - a. The responding law enforcement agency that initially collected the evidence will be responsible for storage and submission of the evidence within the secure property and evidence room.
 - b. The hospital will contact law enforcement to collect the completed kits.
 - c. The hospital conducting the forensic exam will maintain control of any kits until a representative from the law enforcement agency arrives to collect it.
 - d. Law enforcement will provide a receipt to the hospital for any evidence

collected which will indicate the date, time and manner of pick-up.

- e. The law enforcement agency will directly transport the evidence to the secure evidence storage room, logging the date and time of its arrival.
- f. Evidence will be stored in a secure, environmentally safe manner for four (4) years until the agency is approved for destruction of evidence. Victim Services will notify law enforcement of impending evidence destruction dates.

3. Law Enforcement Officer Reporting Procedure:

- a. The responding officer will use the patient number provided by the hospital on the evidence receipt and record it on the non-crime report. The Victim advocate's name and business information will serve as the complainant.
- b. If the victim later chooses to make a full report and it is discovered the crime occurred in a different jurisdiction, it will be the responsibility of the law enforcement agency that took the initial report to contact the appropriate jurisdiction.

17.2.6 FOLLOW-UP INVESTIGATION

A Detective will be assigned to conduct the follow up investigation and all procedures set forth in this policy will be adhered to regardless of the relationship between the victim and suspect. The Detective will proceed as follows:

- A. Read and review the original report and all supporting documents, plan the follow up investigation, confer with supervisors concerning the intended investigative plan, coordinate the execution of the plan with the necessary personnel and equipment needed to implement the plan, and maintain ongoing communication with the victim and/or rape crisis counselor/advocate as appropriate.
- B. Interview the victim:
 - 1. Determine the need for a second, more in depth victim interview. Determine the victim's emotional and physical ability to submit to this re interview and schedule it as soon after the incident as these factors allow. Honor the victim's request to invite a support person (e.g., rape crisis counselor/advocate), if possible. During the interview, the Detective will:
 - a. Employ a comfortable setting that affords privacy and freedom from distractions, attempting to obtain all necessary information at this time;
 - b. Explain the need for obtaining detailed information concerning the crime to include details of the sex act; the suspect's modus operandi; clothing; means of restraining given to the victim, including requests made during the assault;

dialect; marks, scars, tattoos, deformities or other unusual physical features or body odors of the suspect; any body features noticeable only when the suspect was unclothed; any fetishes of the suspect; and any witnesses, participants or accomplices who may be described or identified by the victim; and

- c. Document the victim's actions and expressions of fear in response to the attack to include the type of resistance offered, the nature of any acquaintances with the suspect to include any prior intimate relationships, the physical condition of the victim and the state of mind of the victim during the attack.

- 2. Review the victim's account of the event in order to clarify any discrepancies with earlier accounts and to elaborate on issues of significance to the prosecution.
- 3. Encourage the victim to cooperate with the investigation and prosecution of the case, emphasizing the importance of prosecution for public safety. Apprise the victim of future investigative and prosecutorial activities that will or may require involvement and cooperation, but refrain from making other comments about the prosecution of the case.
- 4. Refer the victim to a rape crisis counselor/advocate, if one has not already become involved in the case.
- 5. Work with the prosecutor's office to develop the case.
- 6. Refer requests for victim protection orders, when appropriate.

C. As defined in F.S. S. 960.001, the use of a polygraph examination or other truth-telling device with victim; A law enforcement officer, prosecuting attorney, or other government official may not ask or require an adult, youth, or child victim of an alleged sexual battery as defined in chapter 794 or other sexual offense to submit to a polygraph examination or other truth-telling device as a condition of proceeding with the investigation of such an offense. The refusal of a victim to submit to such an examination does not prevent the investigation, charging, or prosecution of the offense.

D. Expeditiously interview witnesses or any other person(s) having information on the case, as necessary and without revealing any personal information about the victim to these persons.

E. If the Suspect is Known:

- 1. Construct a photo line up, if appropriate;
- 2. Review criminal history;
- 3. Review open sex crime cases;

4. Confirm identity and address;
5. Consider appropriate time, place and setting of the suspect interview; and
6. Interview the suspect.

F. If the Suspect is Unknown:

1. Follow leads to establish the identity of the suspect;
2. Construct a composite and place an alert, if possible;
3. Confer with other agencies and intelligence sources for leads; and
4. Submit information to VICAP (Violent Criminal Apprehension Program) when program criteria are met.

G. Physical Evidence.

1. Determine if the suspect's blood, hair and saliva are needed for completion of lab analysis.
 - a. If probable cause exists to obtain blood, saliva or hair from a suspect, or to obtain an item of physical evidence from a location in the control of the suspect, apply for a search warrant to obtain the necessary evidence prior to the case being filed.
 - b. Collect blood, hair and saliva with consent from the suspect prior to the suspect's first court appearance.
 - c. If the suspect does not consent, seek to obtain a court order for the collection of blood, hair, and saliva from the defendant after the case has been filed.
 - d. Blood, hair and saliva collection should be accomplished in accordance with the guidelines published by FDLE and/or the FBI and/or the best available practices.
 - e. Only authorized and licensed personnel should collect blood. Hair and saliva samples from a defendant should be collected by trained personnel of the same sex as the defendant.
2. Review evidence to determine the need for other criminalistic procedures such as, but not limited to:
 - a. DNA typing/serology typing

- b. Micro analysis
- c. Firearm and ballistic procedures
- d. Fingerprint procedures
- e. Laser technology
- f. Photography
- g. Handwriting analysis
- h. Chemical testing
- i. Forensic dentistry

17.2.7 SUPPLEMENTAL FOLLOW-UP REPORT

- A. In the supplemental follow up report, the Investigator will document the steps of the investigation. This will include documenting interviews and any other tasks performed pertinent to the investigation.
- B. The Investigator should complete the Victim Notification Form if there is a known suspect.
- C. The Investigator should share information related to the investigation with other departments, as warranted (e.g., teletype reference for possible serial type incident).

17.2.8 ARREST PROCEDURES

- A. Once the investigation is complete, the investigating officer should do one of the following if probable cause exists and a defendant is identified:
 - 1. Make a probable cause arrest;
 - 2. Obtain a warrant; or
 - 3. Direct file or make a capias request to the State Attorney's Office.
- B. If there is doubt as to whether probable cause exists, the case should be referred to the State Attorney's Office for review. If probable cause exists but the investigation is going to be lengthy (e.g., due to scientific testing), the case should be referred to the State Attorney's Office for consideration of speedy trial factors.
- C. Waivers of Prosecution may be accepted at this stage, but only upon the request of the victim.
- D. If the case is complete, but the suspect is not identified, the case should be filed "Inactive."

Cases will remain on file and available to be reactivated within the time limitation set forth in Florida Statutes. Periodic review of all unsolved cases should be accomplished for additional investigation by investigators and/or officers assigned to investigate sex crimes.

- E. If there is no arrest, the case file will be reviewed by the next level of supervision. The victim should be notified that there will be no arrest and the reason(s) for not making an arrest should be documented in the supplemental report.
- F. In the event of a "no arrest" or "unfounded" decision, the victim should be notified and the reason(s) for the decision explained to him or her. Although legitimate reasons may support such a decision, the victim may have an understandable emotional reaction and may require counseling and support, and, in some cases, the victim may need to take precautions to ensure his/her safety. Therefore, if possible, a sexual violence advocate should be with the victim when he/she is notified of the "no arrest" or "unfounded" decision.

17.2.9 SPECIALTY UNITS / PERSONNEL

- A. At least one investigator/officer will be designated and trained as a "Sexual Violence Investigator," who is specially trained to handle the complexities of a sexual violence case. This need not be a full time designation.
- B. The Sexual Violence Investigator will:
 - 1. Monitor the agency's compliance with the sexual violence policy;
 - 2. Ensure that all victims are referred to victim advocates, counseling, a rape crisis center or other appropriate follow up support, and work with these resources to coordinate victim safety;
 - 3. Ensure there is an agency liaison with local rape crisis centers or sexual assault victim advocates, hospitals and state attorneys to promote for all cases of sexual violence successful investigation, perpetrator apprehension and prosecution, and the well being of the sexual assault victim; and
 - 4. Provide for and/or coordinate the training of other officers as required in Section 17.2.10 below.

17.2.10 OFFICER INVOLVED SEXUAL VIOLENCE CASES

- A. Responding to the Call:
 - 1. If Communications personnel receive a call for assistance at a scene where an officer is alleged to be a sexual violence offender, the responding officer's supervisor will be notified and respond to the scene. Additionally, other Department personnel will be notified in accordance with Department policy which address' procedures for when

officers are alleged perpetrators of crime.

2. The responding officer should ensure that a supervisor is, or will be, responding and otherwise handling the situation on scene in a manner consistent with the policies used in all sexual violence cases.
 3. If an arrest is made, applicable Departmental policies related to duty status/assignment, suspension, etc. will be followed.
 4. If a criminal investigation is required, applicable departmental policy should be followed. This investigation should be completed before the subject officer can be interviewed by Departmental personnel for any administrative investigation associated with the event.
 5. If the relationship between the victim and suspect fits the criteria for domestic violence, then appropriate Departmental policy will be followed.
- B. Any officer who witnesses or otherwise has firsthand or well founded knowledge of a sexual violence incident involving another officer in the department must report that incident to a supervisor.
- C. If a law enforcement officer from another agency is arrested for a sexual violence related charge, a supervisor will notify the employing agency of the arrest, the specific charge and the time of the arrest, prior to the end of the working shift during which the arrest was made, or as soon as possible.

17.2.11 TRAINING

- A. All sworn personnel and all other personnel designated to handle sexual violence investigations will receive competency based training in sexual violence.

The above named persons will be competent with regard to the following:

1. Nature, extent, and dynamics of sexual violence;
2. Local resources available for victim support and how to coordinate;
3. Use and application of current Florida and federal statutes as they relate to sexual violence;
4. Duties and responsibilities of law enforcement in response to sexual violence calls, as set forth in Departmental policy;
5. Victims' concerns with the criminal justice system;
6. Working with and understanding reluctant victims;

7. Rules of evidence in sexual battery cases;
 8. Interview techniques;
 9. Myths and statistics;
 10. Physical evidence unique to sexual violence cases;
 11. Victims' emotional needs and conditions (e.g., sense of personal violation);
 12. Victims' rights and remedies;
 13. Needs of special populations (including juveniles, the elderly and disabled adults);
 14. Interrelationship between sexual violence and domestic violence;
 15. Laws and regulations related to the medical examination protocol;
 16. Documentation, report writing and evidence collection;
 17. Policies and procedures of the local State Attorney's Office;
 18. Departmental and officer liability issues; and
 19. Appropriate use of the Baker Act.
- B. Persons within the Department designated as "Sexual Violence Investigators" will receive more advanced competency based training than that required of persons named in sub-section A. (above). Particularly valuable would be courses on sex crimes investigations and sex crimes interviews and interrogations.
- C. Periodic or roll call training should address the components of this policy.
- D. All sworn personnel should receive timely legal/legislative updates and information on current trends and intelligence pertaining to sexual violence.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.20 - Eyewitness Identification**

Subject: Eyewitness Identification	Issued: 11/09
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 1/19
Signature: <i>Signature on File</i>	Revision #: 2

PURPOSE

The purpose of this General Order is to provide procedures as outlined in F.S.S. 92.70 for conducting eyewitness identification.

SCOPE

This General Order applies to all sworn personnel of the Jupiter Police Department.

POLICY

To protect victims and witnesses and safe guard the rights of the suspect(s), the following procedures will be followed whenever eyewitness identification is conducted.

Initial training will be provided to those members involved in eyewitness identification efforts and refresher training on the policy and procedure will be conducted every three years.

DEFINITIONS

Eyewitness: A person whose identification by sight of another person may be relevant in a criminal proceeding.

Facial Composite: A non-photographic pictorial representation such as a free hand sketch, Faces, or other computer-program generated image.

Filler: A photograph of a person who is NOT suspected of an offense and is included in an identification procedure.

Independent Administrator: A person who is not participating in the investigation of a criminal

offense and is unaware of which person in the lineup is the suspect.

Photo Line-up: An identification procedure, in which an array of photographs, including a photograph of the suspect of an offense and additional photographs of other persons not suspected of the offense, is displayed to an eyewitness for the purpose of determining whether the eyewitness identifies the suspect.

Live Lineup: An identification procedure, in which a group of persons, including the suspect of an offense and other persons not suspected of the offense, is displayed to an eyewitness for the purpose of determining whether the eyewitness identifies the suspect.

Show-up: An identification procedure in which an eyewitness is presented with a single suspect within a short time following the commission of a crime for the purpose of determining whether the eyewitness identifies this individual as the suspect

17.20.1 PHOTO LINE-UP PROCEDURES

The line-up shall be administered by an Independent Administrator who is unaware of which person in the line-up is the suspect. If an Independent Administrator is not available, the use of an alternative method as outlined in F.S.S. 92.70 may be used.

A. The structure of the line-up will be as follows:

1. Minimum of six photographs.
2. Suspect's photo should not stand out in the array as being different from others.
3. If there are multiple suspects in a case only one suspect will be included in a line-up.
4. Fillers should be changed in cases with multiple suspects.
5. There should be no identifiers on the photographs displayed to the witness.
6. If there are multiple eyewitnesses, it is suggested that the suspect be placed in a different location in each of the multiple arrays displayed to each witness.

B. Using video and/or audio recording:

1. Officers/detectives shall utilize their issued body worn camera to record the photo line-up to ensure documentation of all elements of the line-up process.
2. The recorded photo line-up will be secured in Property and Evidence as evidence.

C. Multiple witnesses:

1. Investigators will keep all witnesses separate if more than one is available.
2. Witnesses will not be allowed to speak to each other prior to viewing a photo line-up and will be interviewed separately.

D. Prior to presenting the line-up, the Independent Administrator will provide verbal instructions to the witness viewing the line-up. The eyewitness shall acknowledge, in writing, having received a copy of the line-up instructions. If the eyewitness refuses to sign a document acknowledging receipt of the instructions, the line-up administrator must document the refusal of the eyewitness to sign a document acknowledging receipt of the instructions, and the line-up administrator must sign the acknowledgement document him/herself. The witness instructions are as follows:

1. The suspect may or may not be in line-up.
2. You (the witness) should not feel compelled to make an identification.
3. The individuals depicted in the photographs may not appear exactly as they did on the date of the incident because features such as head and facial hair are subject to change.
4. Photographs may not always depict the true complexion of a person.
5. Take as much time as you need to look at each photograph.
6. It is as important to exclude innocent persons as it is to identify the suspect. Nothing I may have said or done was intended to influence your identification or lack thereof.
7. The investigation will continue whether or not an identification is made by you.
8. Take a few moments to recall the incident in your mind before you view the line-up. (This will bolster the testimony that the witness made the ID from memory and not by comparison or process of elimination).
9. If after viewing the photographs, the witness cannot make a positive identification the person administering the line-up may wish to say: If you cannot make a positive identification, you may wish to inform me of any photograph that you believe most resembles the person you saw.

E. Protocol for conducting line-up; prohibiting feedback by the administrator:

1. Photo array should be inside a folder or out of sight of the witness preparing to view it.
2. When presenting a photo line-up the investigator will refrain from making suggestive comments or remarks before, during or after the viewing.

3. The Independent Administrator shall ensure neutrality while conducting the line-up.
4. The person administering the line-up should sit quietly so as not to influence or distract the witness from viewing the line-up.
5. After the view of the photo array, the person administering the line-up should ask if there is a photograph of the person that: [describe the act].
6. All identifications obtained during the procedure should be documented by the witness on the photograph of the suspect positively identified.
7. If the witness refuses to sign the array, the person administering the line-up will note the refusal, as well as the photograph selected, if any, and should sign his name and I.D. on the array.
8. The photo array presented with or without positive identification will be documented, preserved, and entered into evidence.

F. Identifying the level of confidence expressed by the witness:

1. Assess witness confidence or certainty immediately following the line-up identification.
2. Make note of witness confidence or certainty remarks, conduct or other relevant observations for report documentation.

G. Documenting the procedure and outcome of the array or lineup:

The person administering the line-up will notate in a supplement report:

1. The names of all persons present at the line-up.
2. The date, time, and location of the line-up.
3. Documenting the witness response, including the exact words used by the witness in any identification (these should be quoted), conduct or other relevant observations.
4. The source of all photographs used.

17.20.2 SHOW-UPS

A. Situations in which a show-up may occur:

1. Field show-ups can be used whenever a suspect is apprehended within close proximity to the crime, within a reasonable timeframe and who fits the specific description of the suspect given by the witness.

2. If longer than a reasonable timeframe has transpired from the time that the crime was committed and the time a field show-up would occur then a photo line-up will be used.
3. Officers at the scene and in contact with the witness will obtain a detailed description of the perpetrator before the suspect is shown to the witness.
4. The witness must advise the officers that they will be able to recognize the person who committed the crime prior to the show-up.

B. Transportation and Implementation:

1. A suspect should not be taken to the police station for a show-up.
2. The suspect should be detained at the place he/she was located, in the least restrictive manner possible that will ensure the suspect remains with the officer.
3. The witness should be transported to the suspect's location for the show-up, and care should be used to shield the witness from being seen by the suspect.
4. Suspects should not be transported to the witness's location unless exigent circumstances exist.

C. Multiple witnesses:

1. Show-ups should not be conducted with more than one witness present at a time.
2. If there is more than one witness, the show-up must be conducted separately for each witness, and witnesses should not be permitted to communicate before or after any show-up regarding the identification of the suspect.
3. The same suspect should not be presented to the same witness more than once.

D. Witness instruction prior to viewing show-up:

1. Advise the witness that the person detained may or may not be the suspect and the witness should not feel compelled to make an identification.
2. If the witness makes identification, do not confirm or corroborate the identification.

E. Identifying the level of confidence or certainty expressed by the witness:

1. Assess witness confidence or certainty immediately following the show-up identification.

2. Make note of witness confidence or certainty remarks, conduct or other relevant observations for report documentation.

F. Minimizing suggestiveness; prohibiting feedback by the administrator:

1. Officers will not make suggestive remarks or provide feedback to victims or witnesses.
2. If possible, do not show the suspect handcuffed, or in the back seat of a patrol car.
3. If the suspect is handcuffed, take measures to conceal this fact from the witness when possible.

G. Documenting show-up and the results:

The field show-up will be thoroughly documented to include:

1. All persons present, the location, lighting and weather conditions and approximate distance that the viewing took place.
2. Identification and non-identification of the suspect by the witness(es).
3. Confidence or certainty statements made by the witness (these should be quoted), conduct or other relevant observations.
4. Witness statements will also be taken from those involved in the field show-up.
5. Investigators will also document the suspect(s) clothing, demeanor and injuries if any.

17.20.3 PHYSICAL LINE-UPS

The Palm Beach County State Attorney's Office does not utilize or require the Jupiter Police Department to use or rely on physical lineups for eyewitness identification.

17.20.4 WHEN IDENTIFICATION PROCEDURES MAY BE UNNECESSARY

The use of an identification procedure may be unnecessary under the following conditions:

- A. When the witness knows the identity of the suspect before the offense occurred or learned the suspect's identity without police assistance after the offense. A single photograph of the suspect named by the witness may be shown to the witness for confirmation that the person named is the suspect, or a photo lineup can be performed to establish additional probable cause.
 - B. When the witness would be unable to recognize the suspect of the offense, such as when a suspect's face is completely covered during the commission of a crime.
-

17.20.5 FACIAL COMPOSITES AND SKETCHES

- A. When there is no suspect, and the use of a photo lineup has been or is likely to be unsuccessful, a non-photographic pictorial representation such as a free hand sketch, Faces composite, or other computer-program generated composite image may be used.
- B. Care must be taken not to unintentionally influence the description provided by a witness while developing such a composite image or sketch, and only those officers trained in the use of such techniques will use them.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.21 - Vulnerable Adult Investigations

Subject: Vulnerable Adult Investigations

Issued: 4/11

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this General Order is to standardize operational protocol for handling investigations involving the abuse, neglect, or exploitation of vulnerable adults. This policy is intended to ensure effective communication between various agencies during these investigations.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will vigorously pursue the perpetrators of crimes against vulnerable adults and will assist in their prosecution while, at the same time, protecting the rights of the victims.

DEFINITIONS

Vulnerable Adult Specialist – An agency member who serves as a liaison to the Department of Children and Families and the State Attorney’s Office.

Disabled Adult – A person 18 years of age or older who suffers from a condition of physical or mental incapacitation due to a developmental disability, organic brain damage, or mental illness, or who has one or more physical or mental limitations that restrict the person’s ability to perform the normal activities of daily living.

Elderly Person – A person 60 years of age or older who is suffering from the infirmities of aging as manifested by advanced age or organic brain damage, or other physical, mental, or emotional dysfunction, to the extent that the ability of the person to provide adequately for the person’s own care or protection is impaired.

Adult Abuse – Any willful act or threatened act by a relative, caregiver, or household member which causes or is likely to cause significant impairment to an elderly and/or disabled vulnerable adult's physical, mental, or emotional health.

Adult Exploitation – A crime committed by a person who stands in a position of trust and confidence with an elderly and or disabled vulnerable adult and knowingly, by deception or intimidation, obtains or uses, or endeavors to obtain or use, an elderly or disabled vulnerable adults funds, assets, or property with the intent to temporarily or permanently deprive them of the use, benefit, or possession of the funds, assets, or property for the benefit of someone other than the elderly or disabled vulnerable adult.

Adult Neglect – The failure or omission on the part of the caregiver to provide the care, supervision, and services necessary to maintain the physical and mental health of the elderly or disabled vulnerable adult, including but not limited to, food, clothing, medicine, shelter, supervision, and medical services, which a prudent person would consider essential for the well being of the elderly or disabled vulnerable adult.

17.21.1 RECEIVING COMPLAINTS OF ABUSE/NEGLECT/EXPLOIATION OF VULNERABLE ADULTS

- A. There are two methods in which the Jupiter Police Department receives complaints of child abuse/neglect.
1. Complaints directly from the public – received either through E-911, non-emergency telephone line, or an in person complaint
 2. Complaints from Department of Children and Families – received by phone, in person and/or by fax from the Florida Abuse Hotline.
 - a. On Duty Supervisors will be notified immediately once a report is received from the Florida Abuse Hotline. The Supervisor will review the report and determine whether an immediate response is necessary.
 - b. Reports received from the Florida Abuse Hotline are confidential and not public record – the identification of the reporting party is strictly prohibited.

17.21.2 INITIAL RESPONSE TO REPORT OF ABUSE

- A. Upon receipt of a complaint of abuse the following procedures will be followed when coordinating a response.
1. **In Progress Reports** – Communications personnel will classify the call with a high priority designation. A police officer will be dispatched immediately to the location of the abuse.
 2. **Delayed Reports** – The supervisor receiving the report will review the facts of the

report in order to determine whether an immediate response is necessary

- a. In cases where the safety of a vulnerable adult is in question, a police officer will be dispatched immediately to the location of the abuse. The report will be entered onto the DCF 1035 Form Tracking Log.
- b. If there is no apparent immediate danger, the report will be entered onto the DCF 1035 Form Tracking Log. Upon notification of a DCF response, a police officer will be dispatched to conduct an investigation concurrent with the DCF investigation.

17.21.3 VULNERABLE ADULT ABUSE AND NEGLECT INVESTIGATIONS BY UNIFORMED OFFICERS

- A. When conducting investigations of abuse or neglect of a disabled or vulnerable adult, responding officers will adhere to the following guidelines and restrictions, in addition to applicable guidelines for conducting preliminary investigations.
 1. Assess and secure the alleged crime scene
 2. Arrange for emergency medical treatment, if required.
 3. Conduct an interview with the victim:
 - a. When determining who may be present during the interview, emphasis should be placed on putting the victim at ease.
 - b. DCF may be present during the interview, however the investigating officer will conduct the fact-finding interview
 4. Locate, preserve, and photograph the crime scene and collect evidence.
 5. Photographs will be taken of all injuries. A measureable guide will be used and the person(s) photographed must be identified in the photograph.
 6. Interview the suspect and any witnesses.
- B. Upon completion of the initial on scene investigation, if it is determined that additional criminal investigation is necessary the following notifications will be made:
 1. The Elder Abuse Prosecutor of the Office of the State Attorney will be notified immediately.
 2. In the event of a death of disabled or vulnerable adult, the Major Violent Crimes Division of the Office of the State Attorney will be notified immediately. In this instance, the Elder Abuse Prosecutor will be notified by the assigned investigator

from the State Attorney's Office.

17.21.4 COORDINATION WITH DCF INVESTIGATIONS

It is often necessary that investigations regarding the abuse or neglect of disabled or vulnerable adults be conducted in conjunction with DCF investigations. When conducting these investigations, the following guidelines will be followed:

- A. The responding officer will be the primary investigator whenever a criminal investigation is necessary. DCF may be present during any investigation or interview, however their presence is not required.
- B. The responding officer has the authority to request that DCF investigators not interview any possible suspects if such interviews could compromise a criminal investigation. When deemed appropriate by the investigating officer, DCF will be notified that they may interview persons necessary to conduct their investigation.
- C. Any criminal history or information pertaining to past contacts or incidents discovered during the course of a criminal investigation may and will be shared with the Department of Children and Families. Such information will become a permanent part of the DCF case file.
- D. Criminal investigation reports will not be released prior to the conclusion of the investigation. Upon completion, the agency will release a copy of all reports to the designated Adult Protective Investigator

17.21.5 ASSISTING OTHER AGENCIES WITH INITIAL INTERVIEWS

After receiving notification that the victim of a disabled or vulnerable adult abuse report is located within the jurisdiction of the Jupiter Police Department, officer will follow the following guidelines:

- A. The agency having jurisdiction over the actual location of the abuse will be notified immediately.
- B. At the request of another agency, an officer will be dispatched in order to conduct an initial interview to determine the following:
 - 1. The severity of the report
 - 2. The availability of witnesses
 - 3. The existence of physical evidence which requires timely handling
- C. After obtaining the above listed information, the responding officer will contact the on duty

supervisor of the primary agency in order to relay the information.

- D. An information report will be created detailing the circumstances of the interview and any information obtained.

17.21.6 REPORTING PROCEDURES

- A. The investigating officer will prepare a written report on ALL disabled/vulnerable adult abuse/neglect calls, whether actual or unfounded.
 - 1. The written report will be titled Exploitation/Abuse of an Elderly/Disabled person and/or the appropriate charge for the alleged crime. It will contain the actions and findings of the investigating officer.
 - 2. The written report will document all injuries, physical conditions, and medical treatment rendered. Observable injuries will be preserved by photography.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.22 - Event Deconfliction System

Subject: Event Deconfliction System	Issued: 06/16
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: N/A
Signature: <i>Signature on File</i>	Revision #: N/A

PURPOSE

The purpose of this General Order is to establish guidelines for the appropriate use of an Event Deconfliction pointer system.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

It is the policy of this agency to engage in event deconfliction in an attempt to avoid dangerous confrontations and/or unintentional consequences for law enforcement personnel and our citizens by entering qualifying events in the Case Explorer System.

Event deconfliction, along with the sharing of event and investigative information with other law enforcement agencies, and proper case activation procedures enhance officer safety and the efficiency of criminal investigations.

All information entered is considered confidential and law enforcement sensitive.

DEFINITION

Event Deconfliction - The process of determining when law enforcement personnel are conducting events in close proximity to one another at the same time. By notifying a central location of a planned event prior to its execution, officers will not unknowingly target or conflict with another law enforcement officer/agency or compromise another investigation.

17.22.1 EVENTS AND RESOURCES

- A. The following activities/events shall be entered into the event deconfliction system if there is a known location and a potential for a conflict with another law enforcement agency/entity or another investigation. This does not preclude the use of deconfliction for any other high risk or specialized law enforcement activities that would benefit from its

use.

1. The service of search warrant;
2. The service of arrest warrant;
3. The planned arrest of a person immediately after he or she has delivered or received, or attempted to deliver or receive, contraband to or from an officer or informant (buy-bust, reverse sting operation, controlled drug deliveries, stolen or burglarized property, etc.);
4. Taking delivery of any contraband from a suspect who is not arrested, but permitted to leave pending further investigation ("buy-walk");
5. Long term covert operations (storefronts); or
6. Fugitive operations which are operational (roundups).

B. Information entered into the deconfliction system shall include:

1. Date and time of planned operation;
2. Type of operation;
3. Location of operation; including staging areas;
4. Lead and participating agency names; and
5. Name and agency or person entering the operation, including cellular telephone number, and secondary point of contact for the operation.

C. Personnel with prior training and access from South Florida HIDTA shall be authorized to submit event deconfliction notifications through the on-line Case Explorer System.

D. All personnel with an assignment to conduct one of the aforementioned events, shall make an effort to ensure the target is free of potential conflict. Event deconfliction access is available through the following:

South Florida HIDTA Investigative Support Center

Main Phone: (954) 430-4700

Query Desk: (954) 430-4767

Fax: (954) 438-2072

E-mail: tacticalquery@sflhidta.org

- E. If a conflict with other law enforcement activity is identified, both of the contact personnel will be notified by the event deconfliction system or watch center personnel. Each affected law enforcement entity is responsible for contacting one another and resolving the conflict before taking further action.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.3 - Computer Voice Stress Analyzer

Subject: Computer Voice Stress Analyzer

Issued: 03/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish guidelines in administering Computer Voice Stress Analyzer (CVSA) examinations in conjunction with pre employment processing and investigations conducted by the Jupiter Police Department.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will permit the use of the Computer Voice Stress Analyzer when circumstances meet guidelines established by this directive.

Because the CVSA lends itself to Overt and Covert examinations, certified operators are governed by Florida State Statute, Chapter 943.

DEFINITIONS

Computer Voice Stress Analyzer (CVSA) - The CVSA is a psychological stress evaluator that detects, measures and charts, the stress in a person 's voice (live or taped analysis) following a pre formatted questionnaire.

Qualified Examiner - A person who has satisfactorily completed the course requirements for the use of the Computer Voice Stress Analyzer as sanctioned by the National Institute of Truth Verification.

Overt Interviews - Live interviews by the CVSA examiner with the suspect, victim, witness, or complainant. These interviews are conducted with prior knowledge and permission that certain questions will be recorded live and captured by the CVSA for analysis. Additionally, all or portions of the interview will be recorded on audio and/or video tape.

Covert Interviews - Audio tape analysis by the CVSA examiner where investigators have obtained voluntary taped interviews from the suspect, victim, witness, or complainant. The interviews are designed to capture a yes or no response to preformatted questions. This taped interview will then be analyzed by the CVSA.

Audio Tape Analysis - CVSA examiner's analysis of the recorded responses of taped interviews, wherein the interviewee has responded with "yes" or "no" to a preformatted questionnaire.

17.3.1 USE OF THE CVSA EXAMINATION FOR INVESTIGATIONS

CVSA examinations should be utilized in conjunction with investigative leads and interviews of available suspect(s), victim(s), and/or witness(es). When practical, both the victim and the accuser should be tested in order to add validity to the examination results. These results are not to be used for arrest or legal action, but are designed for: developing leads, validity and obtaining case direction. When practical, audio tape analysis should be followed up with a live interview and examination.

A. Persons Who May Be Tested

A qualified CVSA examiner will pre screen and determine the testing eligibility for candidates, as determined in the guidelines established by the National Institute of Truth Verification.

B. Persons Who May Not Be Tested

1. Children under the age of eighteen must have parental or legal guardian consent prior to testing. The consent must be written and in the possession of the CVSA examiner prior to the beginning of the examination. Children under 6 years of age will not be tested.
2. Any person who has been forced or coerced into taking the examination.
3. Any person that has been indicted by a Grand Jury or formally charged for the crime for which the CVSA is being requested, unless there is an agreement and stipulation signed by the person to be examined, his/her defense attorney, and the prosecutor.
4. A CVSA examination will not be administered on any person who is not sufficiently relaxed. A cooling off period will be required for any person following an interrogation, an intense interview, or anyone who is extremely angry.
5. Any person, who is severely mentally handicapped, impaired by alcohol or drugs to a point as to cause the examiner concern.

17.3.2 RESPONSIBILITIES OF A CVSA EXAMINER

- A. Only qualified examiners will administer CVSA examinations.
- B. The CVSA examiner will review all available information pertaining to the case in question prior to administering an examination.
- C. Any covert use of the CVSA must be authorized by the Criminal Investigations Section Supervisor.
- D. No person will be examined at the request of another organization unless the Criminal Investigations Supervisor or Operations Support Commander first authorizes the examination to be conducted.
- E. All CVSA examinations will be logged on the CVSA Roster, maintained in Criminal Investigations.
- F. The CVSA examiner will refrain from examinations that may compromise their integrity, i.e., tests on close friends, relatives, and persons the examiner has a relationship must be deferred to a neutral operator.
- G. CVSA examiners are not obligated to accept an order from a superior or governing authority that would cause him/her to violate professional standards in regard to conducting examinations on unsuitable subjects. The CVSA examiner is the final authority.

17.3.3 RESPONSIBILITIES OF OFFICERS / INVESTIGATORS REQUESTING A CVSA EXAMINATION

- A. The investigator should adequately complete an investigation prior to a CVSA examination being scheduled, or consult with the examiner during the investigation, as the CVSA is a supplement to, not a substitute for, a thorough field investigation.
- B. The investigator will be responsible for notifying the subject of the date and time for the scheduled appointment and ensuring the subject has transportation to the Department.
- C. The investigator will remain available in the Criminal Investigations Section until completion of an examination, unless otherwise agreed to by the examiner.
- D. The investigator will notify the CVSA examiner immediately if the subject cancels an examination appointment.
- E. The CVSA should be utilized during any investigation where veracity is a concern.

17.3.4 CVSA RECORDS

The CVSA examination records will include the voluntary submission forms, CVSA graph, and a subsequent report of the CVSA examiner's findings.

- A. CVSA records will be maintained for at least a two year period as stipulated in the State Records Retention Schedule, and/or until any litigation is concluded in the case/issue.
- B. CVSA records will be maintained in the main case file in the Records Section, or for pre employment examinations, in the applicant's file.

17.3.5 INTERNAL AFFAIRS AND THE CVSA

- A. CVSA examinations will only be administered during criminal or administrative investigations, focusing on a sworn officer or civilian employee, if the employee freely volunteers to take the examination and signs a written consent form. This insures the employee's constitutional rights and permits the use of any statements or admissions made during the examination to be admitted as evidence.
- B. Civilian complainants and witnesses may be tested by use of the CVSA in order to test veracity of their complaint, allegation, or ability as a material witness. These interviews should only be conducted after a voluntary test waiver has been signed. In the case of a covert interview (audio tape analysis), the operator should receive authority from their Division Commander or the Internal Affairs Commander.
- C. CVSA examinations will not be the sole determinant of an investigative conclusion.

17.3.6 USE OF THE CVSA EXAMINATION FOR EMPLOYMENT STATUS

CVSA examinations will be used in the selection process for employment. CVSA questions will be derived from the formal application and the CVSA pre test questionnaire.

- A. Applicants CVSA examinations will be administered to police/civilian applicants to insure the following:
 - 1. Suitability
 - 2. Verify accuracy and completeness of information on application.
 - 3. Resolve questions or conflicts arising during the background investigation.
 - 4. History of criminal or other disqualifying behavior.
- B. Purpose Civilian/Police Applicants
 - 1. CVSA examination questions to be asked will be provided to all applicants, just prior to and at the location of the tests, so that all applicants have sufficient time to review and ask the examiner questions.
 - 2. CVSA examinations will not be the single determinant of employment status. However, admissions made during pretest, test, or post test interviews, together with

other information, may be sufficient to support decision relevant to employment status.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.4 - Search Warrants**

Subject: Search Warrants	Issued: 05/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 10/18
Signature: <i>Signature on File</i>	Revision #: 5

PURPOSE

The purpose of this General Order is to establish proper procedures in obtaining search warrants.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

The search warrant is one of the most powerful and valuable tools in the law enforcement arsenal. While the process of applying for and obtaining a search warrant should be familiar to most officers, there are many technical and legal pitfalls that can invalidate a search warrant, lead to the suppression of evidence, or dismissal of cases, and have liability implications for involved officers.

POLICY

It is the policy of this agency that all officers have a sound knowledge of the legal requirements associated with obtaining a search warrant, to prevent suppression of evidence, support the constitutional rights of citizens, and to maintain public confidence in this agency's mandate to carry out the police function in an ethical and legal manner.

DEFINITIONS

Search Warrant - A written order, in the name of the people, signed by a magistrate or other judicial authority, directing a peace officer to search for specified personal property, found in a particular place, and bring it before the magistrate.

High Risk Search Warrant - A search warrant involving conditions that may be potentially hazardous to police department personnel due, but not limited to, the presence of armed suspects, a large number of suspects, when it is not known if the suspects(s) are armed, anticipation of resistance to police department personnel executing the search warrant, or the search of storehouses of weapons or narcotics, etc.

eWarrant - An electronic search warrant system that serves Palm Beach County Law Enforcement agencies, the 15th Judicial Circuit, and the State Attorney's Office.

17.4.1 GENERAL PROVISIONS

- A. It is the responsibility of all personnel to become familiar with and to follow Chapter 933, Florida Statutes (Search Warrants).
- B. **Legal Requirements for a Search Warrant:** The Fourth Amendment to the U.S. Constitution prohibits unreasonable searches. Officers conducting searches without a warrant, such as those noted below, bear the burden of proving that the search warrant whenever time and circumstances permit. Exceptions to the search warrant requirement include the following:

1. Searches Incident to Arrest

Searches of a person or the area within the immediate control of a person who has been lawfully arrested are permitted to secure weapons or evidence of a crime.

2. Emergencies/Exigent Circumstances

Officers may conduct searches when they believe that a person is in need of immediate assistance under life threatening conditions, when immediate action is necessary to protect the public from harm or when, for example, an officer encounters a homicide scene and needs to search for additional victims, protect vital evidence or pursue the perpetrator.

3. Vehicle Searches

Movable Vehicle Exception A motor vehicle and containers found within may be searched when probable cause exists to believe that the vehicle may reasonably contain contraband or the fruits or instrumentalities of a crime.

4. Consent Searches

A search may be conducted pursuant to consent without a warrant and without probable cause to obtain a warrant. The consent must be voluntary, freely and intelligently given by an appropriate party and the search must be limited to the terms of the consent. Written consent should be sought whenever reasonably possible.

5. Plain View

An officer may seize contraband discovered in plain view inside a vehicle and search the entire vehicle and any open or closed containers found within the vehicle. However, an officer must view the contraband from a legal vantage point and the nature of the contraband must be immediately apparent to the officer.

6. Vehicle Impound

An officer will inventory an entire vehicle and its contents to include any open or closed containers subsequent to an impound. An impound will be accomplished in accordance with General Order 23 6 Vehicle Impound and Towing.

7. Stop and Frisk

F.S. 901.151, the Florida Stop and Frisk law allows for the temporary detention of a person under circumstances that reasonably indicate that the person has committed, is committing, or is about to commit a violation of criminal law. These temporary detentions are used for ascertaining the identity of the person and the circumstances surrounding the person's presence. See General Order 28 2, Arrest Procedures, Section 28.2.6 Stop and Frisk and F.S. 901.151 for further information on Stop and Frisk procedures.

8. The above are the only circumstances where a warrantless search/seizure is permitted.

C. In each case where a search is conducted, this information will be recorded, including the legal basis for the search and the results thereof.

17.4.2 SEARCHES AT CRIME SCENES

A. At the scene of a crime, the officer should obtain a search warrant when there is a belief the offender might have standing or a reasonable expectation of privacy within the scene.

1. When exigent circumstances exist, or if given valid written consent by the proper party, the officer need not seek a search warrant.
2. When the officer is unsure whether a search warrant or written consent is necessary, the officer will consult with a supervisor prior to entering the scene.

B. When an officer returns to a crime scene where it is believed that the offender might have standing, the officer will obtain either Consent to Search from a proper party or a Search Warrant, whenever practical.

Note: *If written consent or a search warrant was needed at the original scene, the officer will obtain*

written consent or another search warrant each time he or she must revisit the scene.

17.4.3 INVESTIGATION AND PREPARATION

- A. Establishing Probable Cause: To obtain a search warrant, an officer must present a judge with sufficient information to constitute probable cause to believe that an offense has been or is being committed at a specific location. The information may include, but is not limited to, the following:
1. Observations of illegal activity at a specific location.
 2. The details of the purchase of a controlled substance, stolen property, or other contraband from a specific location.
 3. Reliable information from a credible informant, determined to be reliable by the following criteria:
 - a. The informant has supplied accurate information in the past and/or;
 - b. The officer can corroborate the informant's information with sufficient details, and/or;
 - c. The informant provided the information under oath against his own interest.
- B. Intelligence Gathering: The officer (affiant) seeking the search warrant is responsible for gathering all available information for the warrant application. The officer will:
1. Provide the supervisor in charge of the investigation with all available information.
 2. Confirm that any confidential informant(s), who have provided information for the investigation, are properly documented.
 3. Attempt to identify the suspect(s) and obtain a complete description of all individuals who may occupy the premises to be searched. This should include "innocent parties," such as infants or elderly persons. Photos of the suspect(s) should be obtained, if available.
 4. Perform a criminal history and warrants check on the known occupants, when possible.
 5. Check all names and addresses obtained with department intelligence files.
 6. Obtain and confirm the legal address along with a detailed description of the location.
 7. Perform an agency records check for any reported incidents at that location.

8. Obtain an accurate description of the interior of the structure to be searched. This should include the location of entry and exit points, and the most likely escape routes.
9. Obtain a description of the locking mechanisms used on the doors and windows, which direction the doors open, and whether there are any bars on the windows or doors.
10. Describe any weapons believed to be on the premises to be searched.
11. Identify any obstacles in the yard to include, but not limit to, fences, swimming pools, clotheslines, swing sets, and pets.
12. Obtain information on neighboring residences or structures to determine precautions necessary to protect occupants or to prevent interference in operation.
13. Document the dates, times, and names of all personnel assisting in the investigation.

17.4.4 DRAFTING THE AFFIDAVIT AND WARRANT

A. Affidavit: The officer may request the assistance of an Assistant State Attorney when drafting a search warrant, when needed. The affidavit must include:

1. A detailed description of the dwelling, structure, or conveyance to be searched. This includes, but is not limited to, the name and street address, type and color of structure(s), window and door locations, and other identifying features of the location and curtilage.
2. A photograph of the dwelling, structure, or conveyance to be searched, if possible.
3. The Florida Statute violated, i.e., 893.135(1) (b), Trafficking in Cocaine.
4. Currentness of information (within 10 days but never more than 30 days).
5. A detailed chronology of the events that support the application for the search warrant. This includes any information that constitutes probable cause and will include, but is not limited to, the following:
 - a. Sworn statements from witnesses.
 - b. Plain view observations.
 - c. Prior purchases made from the location.
 - d. Positive results from issued Reagent Test Kits when the purchases involved controlled substances.

- e. Information from a confidential informant with proven credibility.
- f. Corroborating intelligence or past history information.
- g. Corroborating statements of arrested subjects.
- h. Signature spaces for the affiant(s) that will be attesting to the facts. The affiant(s) names are to be typed in the appropriate spaces.
- i. The officer's Supervisor will review the warrant for accuracy, and make sure the warrant is served before the expiration date.

B. eWarrant System: eWarrants is an electronic search warrant system which allows for the creation and submission of warrants.

- 1. The eWarrant system shall be used for law enforcement purposes only and in accordance with the eWarrant End User Guide.
- 2. Each sworn member shall use their unique user name and password when accessing the Vsigner within the eWarrant system.
- 3. Prior to submitting a search warrant through the eWarrant system, the officer will save a draft copy of the warrant for his/her supervisor's review and approval.
- 4. Warrants that are confidential shall be marked as "confidential" to prevent any persons other than the submitting member and designated approving supervisor from viewing.
- 5. The eWarrant system is not applicable to arrest warrants. Arrest warrants shall be submitted in person.

17.4.5 SIGNING AND DISTRIBUTION OF SEARCH WARRANT AND AFFIDAVIT

- A. If the judge finds that probable cause exists, he/she will electronically sign the submitted e-Warrant.
- B. A true copy of the entire search warrant will be left with the defendant or at the search location if the defendant is unavailable.
- C. The originals of the search warrant and the inventory and return must be delivered to the Clerk of the Court within ten days of the search. Unserved search warrants must also be delivered to the Clerk of the Court.
- D. Photocopies of the warrant and inventory and return will be made for the State Attorney's Office and the case file.

17.4.6 DEPLOYMENT AND ASSIGNMENT OF TASKS

When the premises or conveyance to be searched is already secured and in the custody and control of a law enforcement officer, or the search warrant has been secured to seize business records or files, the supervisor in charge of the investigation will be responsible for the deployment and assignment of tasks. In all other circumstances, the service of a search warrant at a premise will be considered a special assignment and the following guidelines will apply:

A. Supervisor Responsibilities: The supervisor in charge of the detail will accomplish the following tasks:

1. Formulate a course of action to include:
 - a. Determining total manpower and support requirements.
 - b. Determining positioning and responsibilities of personnel.
 - c. Assigning personnel to team and individual tasks.
 - d. Identifying approach routes.
 - e. Identifying primary and secondary entry points.
 - f. Identifying the need for special equipment, or weapons.
 - g. Consideration of special problems
2. Conduct a pre operation briefing, in which individual and team assignments are specified. During the briefing, the following objectives will be accomplished:
 - a. A diagram of the premises to be searched will be utilized to designate positions and personnel assignments. This diagram will be submitted as a supplement to the report.
 - b. Photographs of the premises and known occupants will be utilized to brief personnel, when available.
 - c. Personnel participating in the service of the warrant should be present at the briefing and be introduced to each other, if necessary, to avoid mistaken identity at the scene.
3. Issue specialized equipment as required.
4. Notify Palm Beach County Fire Rescue to send a medical unit to a designated location to standby during the service of the warrant, when appropriate.

5. Deploy personnel to survey the area before the service of the warrant.

6. Immediately after the service of the warrant commences, notify Communications of the location of the premises, the approximate time of service, and the status of the execution of the search warrant after entry.

B. Team Designations and Responsibilities: Personnel assigned to the detail will be deployed by the supervisor in charge to perform specified tasks or to be part of one of the following teams:

1. Entry Team: The entry team is responsible for gaining entry to the premises to be searched; to search the premises for persons; to prevent the destruction or disposal of evidence; and initially to secure the premises and person.

a. An entry team leader will be designated by the supervisor in charge.

b. All entry team members will wear protective body armor and other authorized uniform clothing that clearly identify team members as officers, except when specialized circumstances dictate entry by personnel in plainclothes or other attire.

2. Inner Perimeter Team: The inner perimeter team is responsible for containing and securing the exterior of the structure or premises to be searched; for preventing persons from escaping; and for denying unauthorized access to the scene.

a. The inner perimeter team will maintain their positions until the structure or premises have been secured by the entry team.

b. All inner perimeter team members will wear protective body armor and other authorized uniformed clothing that clearly identifies team members as officers.

3. Outer Perimeter Team: In some instances deploying an outer perimeter team to provide crowd and/or traffic control may be necessary, and protection and security of police department vehicles. The outer perimeter team may comprise uniformed patrol officers and other support personnel. If an outer perimeter team is not deployed, the inner perimeter team will assume the responsibilities of the outer perimeter team.

4. Warrant Service Team: The warrant service team is responsible for executing the search warrant document; searching the structure or premises for evidence; properly securing, packaging, and transporting any evidence discovered at the scene; arresting the subject(s) named in the warrant; and arresting any other persons found violating the law as a result of probable cause established during the execution of the warrant.

a. The search warrant affiant will be assigned to the warrant service team, unless specifically exempted by the supervisor in charge.

- b. At the direction of the supervisor in charge, and upon completion of their initial tasks, personnel from the other described teams can be assigned to the warrant service team.
- 5. Uniformed Officer Presence: At least one uniformed officer and a marked patrol vehicle will be present at all search warrants.
 - a. Uniformed officers assigned to the detail should be deployed with the inner or outer perimeter teams.
 - b. Uniformed officers will be released to their regular duties as soon as practical.

17.4.7 HIGH RISK PROCEDURES

- A. The supervisor in charge of the detail may request the SWAT Team to be utilized as the entry team, when circumstances meet the criteria of a high risk search warrant.
- B. This request will be made as soon as the determination is made that the search will be a high risk type situation, with at least four hours prior notification to the SWAT Team, except under exigent circumstances.
- C. The SWAT Supervisor will be briefed on the hazardous conditions and provided other information necessary to execute safe entry into the premises described in the warrant.
- D. After the SWAT Supervisor has determined the premises are secure and advised the search warrant service team of the secured condition, the premises will be turned over to the supervisor in charge of the search warrant detail.

17.4.8 SERVICE OF THE SEARCH WARRANT

The following procedures may not apply to all search warrants, but the actions taken should be based on the immediate circumstances at the time of service:

- A. Containment Phase: During the containment phase, perimeters will be established to encompass and secure the exterior of the premises. Personnel should be deployed with consideration to the following:
 - 1. Outer Perimeter Team:
 - a. Use of cover and concealment.
 - b. Avoid premature or obvious deployment to prevent alerting occupants of the premises to be searched.
 - c. Establish a perimeter to prevent access to the scene by unauthorized persons.

- d. Weapons should be holstered unless circumstances justify weapons be displayed.

2. Inner Perimeter Team:

- a. Use cover and concealment.
- b. Avoid crossfire positions.
- c. Secure suspects discovered on the exterior of the premises.
- d. Cover and contain potential escape routes.
- e. Weapons may be drawn, and safely carried in compliance with police department policies and procedures.

3. Entry Team:

- a. Approach the entry point using maximum cover and concealment.
- b. Weapons may be drawn and carried in a safe manner and in compliance with police department policies and procedures.
- c. If a secondary team is to be utilized, the primary entry team leader will ensure that the secondary team is in position before initiating entry.

B. Entry and Service Phase: During this phase, personnel should perform their tasks with consideration to the following:

- 1. Under no circumstances will perimeter personnel discharge a firearm toward or into the premises unless there is an imminent threat of death or serious bodily injury to themselves or others, and there is clearly no other resource.
- 2. Perimeter personnel will not rush or enter the premises to be searched unless authorized by the supervisor in charge of the detail or the entry team leader.

3. Outer Perimeter Team:

- a. Establish crowd/traffic control as necessary.
- b. Assist in apprehending person fleeing the scene.
- c. Maintain the perimeter position until properly relieved.

4. Inner Perimeter Team:

- a. Cover and contain potential escape routes.
- b. Apprehend person(s) who attempt to flee the premises unless pursuit would leave the perimeter unsecured.
- c. Maintain the perimeter position until properly relieved.

5. Entry Team:

- a. Unless a "no knock" entry is authorized, the entry team will knock and announce their purpose and identify themselves as law enforcement officers before entering the structure or premises to be searched.
- b. Enter the premises using necessary means and systematically search the premises for occupants in the most efficient and expedient manner possible to prevent the escape of occupants, maintain safety for the officers, and prevent the destruction of evidence.
- c. Persons who escape or flee from the premises will not be pursued outside the building or structure by entry team members, unless exigent circumstances exist. Perimeter team members will be responsible for apprehending these subjects.
- d. After all occupants are located and rendered safe and the premises are established, the entry team leader will notify the supervisor in charge of the detail that the premises are secure.

6. Warrant Service Team:

After receiving notification that the premises are secure, the supervisor in charge will instruct the warrant service team to enter the premises and execute the warrant. The supervisor in charge will release Palm Beach County Fire Rescue from its standby status. The warrant service team will be responsible for the following:

- a. Read aloud the entire warrant before searching the premises, if the premises are occupied by a competent person.
- b. Systematically search the premises for the items names in the warrant.
- c. Properly document all property seized.
- d. Photograph and process all property seized.
- e. Arrest person(s) found violating the law as a result of probable cause established during the execution of the warrant.

- f. Leave a full copy of the search warrant and a copy of the inventory and return, listing all items seized at the premises.
- g. Prepare a property receipt that duplicates the search warrant inventory.
- h. Prepare an incident report with a copy of the search warrant inventory.
- i. Immediately notify the State Attorney's Office if any legal problems arise during the execution of the search warrant.

17.4.9 AFTER ACTION

- A. The supervisor in charge will ensure that all incident reports and required supplements are completed.
- B. The affiant will return the search warrant to the Clerk of the Court as prescribed by Florida law.
- C. Dependent on the instructions of the judge who signed the warrant, the affiant will notify the judge of the warrant service, and will present all items seized during the search warrant for review

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.5 - Investigative Funds

Subject: Investigative Funds

Issued: 05/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 02/10

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish procedures and guidelines for the use of Investigative Funds.

SCOPE

This General Order applies to all Jupiter Police Department Personnel.

DISCUSSION

Investigative expense funds are allocated to the Criminal Investigations Section. These funds are intended to be used by authorized Jupiter Police Department personnel involved in the investigation of criminal activity, conducting confidential investigations, and for the purpose of purchasing illegal narcotics and stolen property. Payments may also be made to Confidential Informants whose information is considered valuable in the arrest and prosecution of criminals, reimbursement of officer expenses, and other expenses incurred during an investigation.

POLICY

Jupiter Police Department personnel will only use Investigative Funds in accordance to this policy.

17.5.1 GENERAL

- A. The Criminal Investigations Supervisor or designee is responsible for the investigative expense fund system. The expense fund will be maintained in a locked box and kept in a locked filing cabinet located in either the Criminal Investigations Supervisor's office or in the designee's office.
- B. When an officer/detective requests funds for expenditure to further an investigation, the

investigator will complete a Request for Investigative Funds Form.

- C. The type of expenditure will be marked and the appropriate information and signatures will be completed in full.
- D. When the Criminal Investigations Supervisor or designee receives the form, he/she will approve or deny the request, complete the "Amount Approved" section, and sign and date the form at the bottom for approval.
- E. The amount of investigative money spent for a particular informant will be recorded in the Informant's File on the Informant Expenditure Control Sheet.
- F. The Criminal Investigations Supervisor or designee will maintain the completed Request for Investigative Funds Forms and Ledger in a secure file.

17.5.2 DISTRIBUTION OF FUNDS

- A. Investigative Funds will be used to finance the following:
 - 1. Payments to informants for fees and expenses;
 - 2. Undercover purchases such as narcotics, stolen property, etc.;
 - 3. Expenses incurred during an investigation such as travel, food, items purchased to further the investigation (only during exigent circumstances normally these expenses are covered with petty cash);
 - 4. Other expenses incurred during an investigation.
- B. When a transaction is achieved to or from the fund, the Criminal Investigations Supervisor or designee will be responsible for recording the following information on a line of the ledger sheet:
 - 1. Amount of payment
 - 2. Name of detective or officer
 - 3. Informant code number
 - 4. Purpose of the payment/Type of transaction - informant fee, officer/detective expense, undercover purchase, investigative expense, deposit.
 - 5. Date of transaction
 - 6. Case number, and/or case reference in the "Reference" section

7. If a deposit, record the amount as "Deposits"; if an informant fee, undercover purchase, officer/detective expense, or investigative expense, record the amount as "Expenditures".
- C. If the money has not been used within 30 days or if the detective/officer is going on leave, vacation, etc., the funds will be returned. The fund will be balanced and money reissued, if needed.
- D. All payments or funds made to informants will be documented on a signed receipt Investigative Funds Disbursement Receipt completed by the case investigator and signed by the informant and another officer as a witness.
- E. If for some reason the informant is unable to sign the receipt for funds paid to him/her, the case investigator will explain why in the remarks section of the receipt, sign his/her name, and have another officer sign as witness.
- F. The Criminal Investigations Supervisor or designee will disburse funds as appropriate. Single expenditures of more than \$100.00 require the approval of The Chief of Police or designee.
- G. The Criminal Investigations Supervisor or designee will request additional funds to replenish the Investigative Funds and/or the Juvenile First Offender Program fund when necessary, by completing a memorandum and forwarding it through the chain of command to the Chief of Police for approval. If approved, the Purchasing Specialist will complete a Check Request form and forward it to the Town's Finance Director for approval.

17.5.3 MAINTENANCE OF RECORDS

The Criminal Investigations Supervisor or designee will maintain an Investigative Fund Ledger recording the amount of funds at the beginning of the fiscal year and any disbursements, expenditures and deposits throughout the fiscal year. These records will be kept in a secure file.

17.5.4 AUDIT

- A. The Investigative Funds will be audited as follows:
 1. Quarterly by the Criminal Investigations Commander or a designee of the Chief of Police.
 2. Annually by the Town of Jupiter Finance Department.
 3. Annually as part of the Town's Independent Annual Audit.
- B. The Criminal Investigations Commander or his designee will submit to the Chief of Police a quarterly report of the agency's Investigative Fund expenditures.

17.5.5 SUBMISSION OF INVESTIGATIVE FUND RECORDS TO FINANCE DEPARTMENT

Pursuant to F.S.S. 925.055, the Chief of Police will submit the documents and forms relating to Investigative Fund Records to the Town's Finance Department annually for a financial audit. No information or document will be submitted during this audit that reveals the identity of a confidential informant, nor will the audit report include any information exempt under 119.07.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.6 - Informants**

Subject: Informants	Issued: 06/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 08/18
Signature: <i>Signature on File</i>	Revision #: 2

PURPOSE

The purpose of this General Order is to establish procedures defining the responsibilities of officers concerning the use of informants and to prescribe certain limitations governing their use.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will use informants solely for operative necessities in accordance with standards set forth in this order. All police personnel will be aware of the hazards presented by using informants and ensure positive control of their conduct while acting in that capacity. Keeping an informant motivated can be a constant source of concern and inquiries by supervisors.

At no time will informants be allowed access to any information beyond what is necessary to perform their function. Informants are recognized by the judicial system as a legitimate investigative tool.

DEFINITIONS

Confidential Informant (CI) - Any person who, by reason of his or her familiarity or close association with suspected or actual criminals or:

- A. who can make a controlled buy or controlled sale of contraband, controlled substances, or other items material to a criminal investigation; or

- B. can or does supply regular or constant information about suspected or actual criminal activities to a law enforcement agency; or
- C. can otherwise provide information important to ongoing criminal intelligence gathering or criminal investigative efforts and who is, through such efforts, seeking to improve his or her status in the criminal justice system.
- A person's improved status in the criminal justice system may include, but is not limited to, avoiding an arrest, a reduction or modification of a sentence imposed or to be recommended to be imposed upon him or her, or a reduction or modification of charges pending or anticipated to be placed against him or her and whose association or cooperation with law enforcement must remain unknown to those about whom the information is provided or with whom one or more transactions occur.

Controlled Buy - The purchase (or attempted purchase) of contraband, controlled substances, or other items material to a criminal investigation from a target offender which is initiated, managed, overseen, or participated in by law enforcement personnel with the knowledge of the confidential informant.

Controlled Sale - The sale (or attempted sale) of contraband, controlled substances, or other items material to a criminal investigation to a target offender which is initiated, managed, overseen, or participated in by law enforcement personnel with the knowledge of the confidential informant.

Informant - A person who provides information or lawful services to a law enforcement agency under the direction of a specific officer in an investigation and operation, with or without expectation of compensation or confidentiality.

Source of Information - A person, not under the direction or control of a specific officer, who provides information without becoming a party to the investigation (e.g., a concerned citizen who witnesses or has information about an incident). The source may be compensated for information provided. If a source comes under the direction and control of a specific officer, seeks continued compensation, or becomes an active part of the investigative process, his status should be changed to that of an informant.

Target Offender - The person whom law enforcement personnel suspects will be implicated by the activities of a confidential informant.

17.6.1 ESTABLISHING INFORMANTS

- A. Factors to be considered in assessing the suitability of a confidential informant prior to the informant's utilization will include, but are not limited to:
1. The informant's age and maturity;
 2. The risk the informant poses to adversely affect a present or potential investigation or prosecution;

3. The effect upon agency efforts that the informant's cooperation becoming known in the community may have;
 4. Whether the person is a substance abuser, has a history of substance abuse, or is known by the lead investigator or officer to be involved in a court-supervised drug treatment program or drug-related pretrial intervention program;
 5. The risk of physical harm that may occur to the person, his or her immediate family, or close associates as a result of providing information or assistance, or upon the person's assistance becoming known in the community;
 6. Whether the person has shown any indication of emotional instability, unreliability, or of furnishing false information;
 7. The person's criminal history and/or prior criminal record;
 8. Whether the nature of the matter being investigated is such that the use of the informant is important to, or vital to, the success of the investigation.
- B. When an officer establishes an informant that he/she intends to use in current or future investigations, that officer will complete a Confidential Informant File.
1. The Confidential Informant File includes:
 - a. Consent and Release of Liability/Duties and Responsibilities;
 - b. Conduct of Informant Form;
 - c. Confidential Informant Data Sheet;
 - d. Confidential Informant Risk Assessment;
 - e. Confidential Informant Contact Documentation;
 - f. Juvenile Confidential Informant Waiver (if applicable);
 - g. Criminal history check, photograph, and fingerprints.
 2. Officers completing a Confidential Informant File will turn the file over to the Special Operations supervisor.
 3. The Special Operations supervisor will examine the informant's personal data/history and investigate his/her motivation to become an informant.
 4. After careful review of a need for an informant's assistance, the Special Operations

supervisor will determine if the officer is authorized to use the informant.

5. The Confidential Informant File will be maintained and kept secured by the Special Operations supervisor and access to this file will be rigidly controlled. A court order may be required.
6. The Special Operations supervisor will maintain a log (including date of access) of all persons having access to Confidential Informant Files.
7. The Special Operations supervisor having custody of Confidential Informant Files and records will be responsible for purging those documents following Command review and in accordance with General Records Schedule GS2 Item #199.
8. Shredding will be the prescribed method of disposal and will be completed by the Special Operations supervisor or designee. Under no circumstances should Confidential Informant documents be passed on for bulk disposal or tasked to someone other than a Confidential Informant user.

C. Each informant will be assigned a confidential code number known only to the person maintaining the Confidential Informant File and officer(s) who directs and controls the informant.

1. The code number will be numerical and issued in sequential order.
2. The code number will be assigned by the Special operations supervisor who is responsible for maintaining the Confidential Informant Files.
3. The code number will be assigned at the time the Confidential Informant File is submitted.

D. Prior to establishing an informant, the officer will check to see if there are any pending prosecutions against the person.

1. If there is any pending case(s) against the person, the officer will contact the Assistant State Attorney who is handling the case, and the arresting agency.
2. The decision to use a person as an informant will be made after conferring with the above agencies and the officer's immediate supervisor
3. When there are criminal charges pending against the person chosen as an informant, the officer must advise him that no promises can be made concerning the outcome of his criminal proceedings. However, the officer can advise the court of the informant's cooperation, but cannot make any other assurances without approval from the State Attorney's Office.
4. If a person is on probation or parole, the officer must request permission from the

probation or parole officer and the judge in the case, before using that person as an informant.

E. Juvenile Informants

1. The Jupiter Police Department discourages establishing informants under the age of 18.
2. The Department prohibits establishing an informant who is 15 years of age or younger.
3. If any informant is a juvenile, the officer must obtain permission from their immediate supervisor and signed consent from the juvenile's parent(s) or guardian(s).
4. This consent form will become a part of the Confidential Informant File.

17.6.2 UTILIZATION OF INFORMANTS

- A. The first priority in agency operational decisions and actions regarding the use of confidential informants is to preserve the safety of the confidential informant, law enforcement personnel, the target and the public.
- B. Whenever an officer establishes an informant, he/she will advise the person of the following:
 1. The informant will not violate any criminal law when gathering information or providing services.
 2. The informant has no official status, implied or otherwise, as an agent or employee of the police department.
 3. The information the informant provides may be used in a criminal prosecution, the department will use all lawful means to ensure the informant's confidentiality, however it cannot be guaranteed.
 4. Will be afforded the opportunity to consult (at the CI's expense) with legal counsel prior to agreeing to perform any activities as a confidential informant.
 5. That the agency cannot make any promises or inducements such as a grant of immunity, dropped or reduced charges, or reduced sentences or being placed on probation, and that the value (if any) of the confidential informant's assistance and any effect that assistance may have on pending criminal matters can only be determined by the appropriate legal authority.
- C. Officers, prior to utilizing confidential informants, will be trained in this policy

requirements and procedures. Training documentation will be maintained in the officer's training file.

- D. When using an informant, the officer must control the direction of the operation and the informant. The informant must not be allowed to control this working relationship. The officer must never place himself in a precarious position of having to act without sufficient backup and/or equipment to maintain the credibility of the investigation and the safety of all parties involved.
- E. Extra precautions will be taken with an informant whose participation may make an investigation more susceptible to compromise through alleged improprieties. The suitability of the informant and related risk factors will be considered prior to utilizing the informant.
- F. Informants are used for the benefit of the Jupiter Police Department, not a specific officer. At the discretion of the Special Operations supervisor, the informant may be reassigned to another officer.
- G. Contacts between an officer and an informant will be of a professional nature. Social or business contacts are strictly prohibited.
- H. An informant's knowledge of Department facilities, operations, activities, and personnel will be kept to a minimum.
- I. At least two (2) officers should be able to contact an informant, and whenever practical, both will be present during all contacts with the informant.
- J. Two (2) officers will be present when meeting with informants of the opposite sex, unless prior approval has been obtained from the officer's supervisor.
- K. When an informant is a participant in a controlled buy or reverse sting, and handles funds, drugs, or anything of evidentiary value, he/she will be thoroughly searched before and after the operation and kept under continuous surveillance during the operation to ensure the validity and integrity of the evidence.
- L. Disclosure of an informant's identity will be avoided, even if no prior agreements of confidentiality were made.
- M. The informant's confidentiality will be thoroughly discussed with the prosecutor prior to the case being tried.
 - 1. When disclosure of an informant's identity in a case may adversely affect the outcome of a more significant case or investigation, the officer may recommend the case be dismissed after discussion with the prosecutor and the officer's supervisor.
 - 2. When the question of revealing an informant's identity arises at trial, the officer

should request time to confer with the prosecutor.

- N. It is the responsibility of the controlling officer, whenever the informant becomes unreliable, useless, dangerous or otherwise undesirable, to document this on the confidential source packet, forward to supervisor in charge of informant files.
1. The supervisor in charge of informant files shall review the notification on the confidential source packet and approve deactivation of the informant. The controlling officer is then instructed to notify the informant of their deactivated status.
 2. If at a later date information is received by either the controlling officer or any other officers that indicate that the informant should be re-evaluated as to his/her credibility with the purpose of reactivation, this information should be forwarded to the supervisor of informant files. After reviewing the updated information and a satisfactory report has been documented the supervisor of informant files can re-activate the informant.
- O. It is the responsibility of the controlling officer whenever the informant changes his/her address, phone number, etc., to direct the updated information to the supervisor in charge of informant files.

17.6.3 INFORMANT FUNDS

When funds are to be requested for an informant, refer to the General Order 17 5, Investigative Funds.

17.6.4 ADMINISTRATIVE REVIEW

The Operations Support Division Commander or designee will conduct a documented annual administrative review of agency's confidential informant practices to ensure conformity with Florida State Statutes and this policy.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.7 - Undercover and Surveillance Operations

Subject: Undercover and Surveillance Operations

Issued: 06/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 05/10

Signature: *Signature on File*

Revision #: 3

PURPOSE

The purpose of this General Order is to establish and provide safe and effective guidelines for all officers operating in a temporary or regular undercover capacity or assignment, and procedures for members involved in surveillance operations.

SCOPE

The purpose of this General Order is to establish and provide safe and effective guidelines for all officers operating in a temporary or regular undercover capacity or assignment, and procedures for members involved in surveillance operations.

POLICY

Jupiter Police Department personnel conducting undercover and/or surveillance operations will adhere to the provisions set forth in this policy.

DEFINITIONS

Undercover Operation - A covert operation such as prostitution stings, controlled substance purchases, stolen property purchases or any other operation involving officers in an undercover capacity.

Surveillance Operation - A covert, intelligence or evidence gathering technique, by which activities of the targeted individual(s) are heard or observed without the intended knowledge of the targeted person(s).

Stationary Surveillance - A covert, intelligence or evidence gathering operation where officer(s) are assigned to a specified location or post, and are to remain at that location or post throughout a specified time period with limited movement.

Moving Surveillance - A covert, intelligence or evidence gathering operation where officer(s)

either on foot, on bicycles or in unmarked vehicle(s) travel with and around targeted person(s) and/or vehicle(s) to observe their movement or actions.

17.7.1 UNDERCOVER OPERATIONS

- A. Due to the sensitive nature of undercover narcotic and/or vice investigations, activities of the unit will be coordinated through the Operations Support Commander or a designee. This will provide close supervision of unit members.
1. The determination and review of possible legal ramifications of the investigation will be the responsibility of the supervisor or coordinator.
 2. The CIS Supervisor or his designee is responsible for the preparation and submittal of an operational plan detailing the responsibilities, necessary funds, back up security, credentials, communication (routine, emergency, hand signals) and overall supervision for unit members during an operation.
 3. As necessary, the Operation Support Commander, or his designee, will prepare and submit an operational plan outlining all pertinent information to the Chief of Police for approval.
- B. At least two (2) police officers will be assigned to all high risk undercover operations. When a police officer must work alone in an undercover capacity or with an informant, the officer must always have a cover unit. As established in General Order 17.6, Informants, an informant will never be relied upon for the officer's safety.
- C. Civilians will not be used in an undercover operation unless prior approval has been given by the Chief of Police or designee.
- D. Undercover officers should have a false identity established and a cover story preplanned in case they are confronted during an undercover operation. This false identity will be maintained as "Confidential."
- E. **Unless a member is first approached or summoned by an undercover officer, members will not initiate contact with members working undercover for risk of exposing the officer, unless it is an emergency situation.**

17.7.2 NOTIFICATION

- A. One of the following personnel will be notified in all cases prior to an officer operating undercover:
1. Chief of Police
 2. Patrol Bureau Major
 3. Division Commander
 4. Shift Supervisor / CIS Supervisor

- B. Notification will be accomplished by telephone or in person. Notification by police radio is prohibited unless no other secure means exists.
- C. In the event at least one of the above personnel is not notified, the officer will not operate undercover.
- D. The on duty Shift Supervisor will be notified in the event an on duty patrol unit may be needed as a back up unit.

17.7.3 EQUIPMENT

- A. Officers will remain armed in all undercover situations unless compliance would be extremely hazardous. Members with extensive involvement in undercover operations may expand on these orders with the approval of the Chief of Police.
- B. Audio and/or Video monitoring/recording systems will be used in all undercover operations unless the officer in charge deems it not necessary.
- C. Consideration should be given to the utilization of the following equipment during surveillance operations:
 - 1. Video Recorders
 - 2. Digital Cameras
 - 3. Digital Audio Recorders
 - 4. Night Vision Equipment
 - 5. Wireless Audio Monitoring System
 - 6. Wireless Video/Audio Recording System
- D. Equipment designed specifically for undercover and surveillance operations is issued to the Street Crimes Unit and stored within their office with access limited to authorized personnel.
- E. Surveillance and undercover equipment will only be used for authorized investigations by personnel trained in its use. It will not be for personal or unauthorized use.

17.7.4 SURVEILLANCE OPERATIONS

- A. The Shift Supervisor will be notified when any unit of this agency will be conducting surveillance or stakeouts within the Town limits. Whenever practical, the notification will be made at the lineup/roll call briefing. Some surveillance may be extremely sensitive and notification will not be made when approval is granted by the Chief of Police or his designee.
- B. Officers assigned to a specific location or post for the purpose of stationary surveillance will remain at that location or post until he/she is granted permission to leave that location by competent authority.

- C. Officers involved in a moving surveillance operation should be alert not to react to every move made by a suspect. In many cases, a suspect will employ tactics just to reveal the presence or absence of surveillance.
- D. During moving surveillance operations where a suspect is being tailed by multiple officers, the officer farthest away from the suspect generally maintains constant surveillance and directs the closer tailing officers who remain out of view of the suspect. This technique prevents the suspect from turning around from time to time and observing the same individual behind him.

17.7.5 INTELLIGENCE GATHERING

- A. During a formal surveillance operation, officers should attempt to develop as much background as possible on the target(s). It is understood that this background process is usually developed as the surveillance is in progress. This is understood because crimes of opportunity involve either little or no preplanning by the criminal.
- B. Prior to conducting a surveillance operation, the following research should be conducted and, if needed, an operational plan prepared consisting of the following:
 - 1. An analysis of the suspected crime(s) and any actual or potential victim(s).
 - 2. A study of all available information pertinent to the suspect including:
 - a. Names, aliases and complete criminal histories;
 - b. Physical descriptions and photographs;
 - c. Identifying characteristics and mannerisms;
 - d. Identities of known or suspected contacts or associates;
 - e. Habits and routines of suspects;
 - f. Vehicle descriptions;
 - g. Familiarity with the neighborhood or target area;
 - h. Determining any legal ramifications of the action to be taken;
 - i. Determining the appropriate vehicles and equipment to use for surveillance.
 - 3. All surveillance activity should be documented either by handwritten notes or recorded notes. These notes include all dates, times, type of activity and/or movements of the target during the operation.

4. Each officer involved in the surveillance operation will be responsible for keeping accurate notes of activity observed by them.
 5. Before conducting any surveillance operations outside the Town of Jupiter, the on duty Watch Commander of the jurisdiction in which the surveillance will take place will be notified of the surveillance in advance, if possible. If making notification in advance is not possible, an effort must be made to do so as soon as practical or as soon as any enforcement action is taken (e.g., arrests, etc.).
- C. The primary surveillance unit, otherwise known as the "eyeball" unit will call out movement or non movement of the target(s) so as to aid the other units in establishing their own surveillance positions. The eyeball unit should call out the target(s) current location and anticipated location when practical. This will aid other officers in the target(s) direction of travel or activity.
 - D. Radio traffic by the eyeball unit needs to be frequent and descriptive to keep the other involved unit(s) informed. At the same time radio traffic will be kept minimal by the other officers involved so as not to interrupt transmissions by the eyeball unit.
 - E. Radio traffic by the surveillance units will be utilized on a designated secondary channel or tactical channel. Surveillance radio traffic will not interfere with the Department's primary channel unless the situation calls for a registration check, persons check, or the need to inform the Communications Center of a change in activity.
 - F. In incidents that develop into emergencies or loss of contact between surveillance units, all involved units will switch to a predetermine channel and resume radio traffic.
 - G. In the event of a medical emergency, a request for fire-rescue personnel will be made through the Communications Center.

17.7.6 EXPENSE FUND

The Investigative Fund monies will be available for utilization to units conducting surveillance operations; however, funds received will be utilized as directed per policy, in one of the following manners:

- A. Payment to an informant for the purpose of gathering information/intelligence for probable cause arrest.
- B. Purchase contraband (stolen property, narcotics); in conducting gambling investigations or liquor law violations.
- C. Expenses developed as a result of an investigation where the receipt of money through normal channels is not possible.

- D. All funds and fund accountability procedures will be strictly enforced as stipulated in General Order 17.5, Investigative Funds.

17.7.7 SUPERVISOR RESPONSIBILITIES

- A. The overall responsibility for decisions made during a surveillance operation will rest with the supervisor of the unit conducting that specific operation.
- B. The supervisor will determine shift length for each member involved for relief and selecting the equipment or vehicles to be used during a mission.
- C. The supervisor will be responsible for coordinating the entire surveillance mission between Divisions, surveillance members and any other agency or organization affected.
- D. The supervisor of the operation will be responsible for completing an after action report at the conclusion of the operation.

17.7.8 ARRESTS

- A. Prior to initiating any arrests or contacting suspects with the intention of identifying themselves as police officers, undercover/ surveillance officers will notify the Communications Center and request a uniformed officer respond to assist. If possible, and if time permits, the undercover officers/surveillance will wait for the responding uniformed officers to arrive before establishing contact with suspect(s).
- B. When confronting suspects to initiate an arrest, undercover/surveillance officers will clearly identify themselves as police officers. The officers will affix their badge to the outermost portion of their clothing.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.8 - Decoy Operations

Subject: Decoy Operations

Issued: 06/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/10

Signature: *Signature on File*

Revision #: 3

PURPOSE

The purpose of this General Order is to establish guidelines for decoy operations utilized by the Jupiter Police Department.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

DEFINITIONS

Decoy Operation - The placing of undercover personnel in an area or in a situation which enables that person to blend in with the surroundings, particular situation, or people; for the purpose of eliminating known or suspected criminal activity in a specific area. In addition, a decoy operation could represent an item of property that has been placed in a specific location in an effort for officers to apprehend any suspects that may attempt to remove the property.

17.8.1 ACCOUNTABILITY AND ADMINISTRATION

- A. All decoy operations must be authorized by the Chief of Police or designee and coordinated by a supervisor.
- B. A clear determination will be made on what the mission/target of the operation will be prior to execution.
- C. Decoy operations should be conducted only after an analysis has been made of the following:
 - 1. Suspects and/or potential victims
 - 2. Types of crimes committed

3. Potential crime locations as determined by analysis

- D. Prior to an operation, duties and responsibilities will be assigned and explained to all personnel involved, and the supervisor will ensure that adequate backup security for members is provided.
- E. If necessary, the supervisor may contact the State Attorney's Office in advance, to determine any legal ramifications of an operation.
- F. The supervisor will ensure that "Officer Safety" issues are addressed, in that all members of the decoy operation have adequate communications, establishing means for routine and emergency communications, including requesting medical assistance; surveillance and protective equipment; and develop operational procedures for observation and arrest(s).
- G. The Shift Supervisor and the Communications Center will be notified of the operation in advance, unless the Chief of Police or designee approve otherwise.
- H. The Supervisor will ensure that the District Officers responsible for the target area are aware of the operation.

17.8.2 UTILIZATION OF DECOY PERSONNEL AND PROPERTY

- A. Personnel assigned to the decoy operation may be disguised to resemble potential victims of crime, suspects (reverse sting operations), or potential customers of vice related activities.
- B. The supervisor will be responsible for providing the proper assist units for the security and protection of the decoy member and/or any decoy property that is being used in the operation.
- C. The supervisor will designate specific personnel to make all necessary arrests of suspects and to transport the suspects after arrest.
- D. For officer safety reasons, all decoy personnel involved in an operation will be clearly identified to all participating members prior to conducting the operation.
- E. All officers involved in a decoy operation will closely monitor and observe the operation to ensure the proper arrest of a suspect after the elements of an offense have been confirmed.
- F. Only sworn members may pose as a decoy in a drug related operation.

17.8.3 USE OF NARCOTICS FOR INVESTIGATIVE PURPOSES

- A. Narcotics available for use in decoy operations are limited to those that have been designated for "Destruction" by the Evidence Custodian and therefore have no evidentiary value to any ongoing investigation or pending trial.

- B. Investigative narcotics will be maintained in the evidence room until signed out for a specific operation.
- C. Narcotics designated for investigative use will only be signed out to supervisory personnel and only when the following criteria have been met:
 - 1. Written approval has been obtained from the Chief of Police or his designee
 - 2. The written request has been included in the Special Operations Plan.
 - 3. The narcotics to be issued have been weighed on a calibrated electronic scale to verify weight
- D. The Special Operations Supervisor will make arrangements with the Evidence Custodian to sign out the training narcotics.
 - 1. When the specified investigative narcotics are requested by the Special Operations Supervisor, the Evidence Custodian will transfer the narcotics to the designated investigative narcotics lockers located in the Briefing & Training Room. Only two keys are available to the investigative narcotics lockers, one held by the Evidence Custodian, or designee, and the other by the Special Operations Supervisor.
 - 2. Within 24 hours after signing out investigative narcotics, the Special Operations Supervisor will return the training narcotics to the designated investigative narcotics locker and notify the Evidence Custodian of the return. The Evidence Custodian will return the narcotics to the evidence room.
 - 3. The Special Operations Supervisor and Evidence Custodian will complete the chain of custody receipt each time the training narcotics are checked in and out.
- E. Narcotics will be returned using the following procedures:
 - 1. In the event new charges are filed or arrests are made, the evidence will be submitted under the newly created case number.
 - 2. If the investigation yielded no new charges or arrests, the narcotics will be returned as investigative narcotics under the original investigative narcotics case number.
- F. The Evidence Custodian and Special Operations Supervisor will meet quarterly to re-weigh all investigative narcotics and reassess their value. Any weight discrepancies will be reported immediately in writing to the Operations Support Commander.

17.8.4 AFTER ACTION REPORTS

It will be the responsibility of the supervisor of such a decoy operation to prepare a Special Operations Plan - a written record of such operation for inclusion in the files. This report will:

- A. Outline the personnel involved, equipment utilized and accounted for, and any costs incurred.
- B. Include the names and other pertinent information about those arrested, if any.
- C. Be submitted for review to the Chief of Police, via the chain of command, prior to filing with the Records Section.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 17.9 - Raids

Subject: Raids

Issued: 06/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 01/09

Signature: *Signature on File*

Revision #: 2

PURPOSE

The purpose of this General Order is to establish guidelines for officers to follow when preparing for raid planning.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

It is the policy of the Jupiter Police Department that tactical operations for raids are to be properly planned and conducted, thereby ensuring effectiveness and the safety of Department personnel and the community at large.

Members conducting raids that require a Search Warrant will adhere to General Order 17.4, Search Warrants.

DEFINITIONS

Raid - The invasion of a building or location for a lawful purpose. This purpose, or objective, is usually the apprehension of a suspect, the seizure of evidence or contraband, or the recovery of stolen property.

17.9.1 AUTHORIZATION AND SUPERVISION

- A. All raids will be authorized by either the Chief of Police or designee.
- B. Under normal circumstances, the unit supervisor will assume all supervisory responsibilities for the coordination, planning, and execution of the raid.

- C. In the event the SWAT Team is required for the raid operation, the SWAT Commander will assume authority of the raid operation until the location is secured.
- D. Upon securing the scene, the unit or on duty supervisor will direct the activities of the personnel involved in the raid. The Chief of Police will be notified whenever SWAT is requested.

17.9.2 BRIEFING

- A. In all raids a briefing will be held with all officers involved wherein the raid plan will be explained by the supervisor and case coordinator.
- B. When practical, every raid plan will contain background information on the violator, consisting of but not limited to the following:
 - 1. Previous offenses, if any;
 - 2. Associates;
 - 3. Weapons;
 - 4. Vehicles;
 - 5. Where applicable, the layout of the residence, business, or area where the raid is to occur; and
 - 6. Any other information which will assist in the case or raid which may aid in providing safety of all concerned.
- C. The Case Coordinator will document and explain assignments and tasks for each officer involved in the raid.

17.9.3 DUTIES AND RESPONSIBILITIES

The unit supervisor or his designee will be designated as the raid coordinator. The raid coordinator will be responsible for the following duties prior to a raid:

- A. The Shift Supervisor and the Communications Supervisor or his/her designee, will be notified prior to the raid.
- B. The preparation of the strategies and tactics that will be used in approaching, entering, securing, and leaving the target area.
- C. The selection of the equipment that will be needed to properly and safely execute the raid (entry tools, monitoring devices, vests, etc.). Protective vests will be worn by all personnel involved in the raid.

- D. The selection of the appropriate support units when it is determined that they may be needed to provide tactical access, security or medical assistance at the scene. Care should be taken to ensure adequate notice is given for specialized personnel, units, or other agencies.
- E. Procedures for radio communications such as emergency and non emergency channels will be established with said support units prior to the raid, including procedures for requesting medical assistance.
- F. During the briefing of personnel, the Department policy concerning the use of force will be covered.
- G. The case coordinator will show the supervisor the location to be raided. Normally done by driving by the target location.
- H. The supervisor or case coordinator will designate specific personnel to make all necessary arrests of suspects and to transport the suspects after arrest.
- I. If necessary, the supervisor will contact the State Attorney's Office in advance to determine the legal ramifications of the raid.

17.9.4 DOCUMENTATION

- A. The case coordinator will ensure that all contraband and evidence seized is accounted for, documented, and entered into the Evidence/ Property Unit.
- B. At the conclusion of the raid, the case coordinator will complete and submit all necessary paperwork to the supervisor for approval.
- C. Any evident or claimed injury by any occupant is to be documented in the police report and photos are to be taken.
- D. Any damage done by members of the Department is to be documented in the police report and photos are to be taken.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 18.1 - Juvenile Operations**

Subject: Juvenile Operations	Issued: 06/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 12/18
Signature: <i>Signature on File</i>	Revision #: 11

PURPOSE

The purpose of this General Order is to establish guidelines and procedures for processing juvenile arrests, conducting follow up investigations of cases involving juvenile offenders, operating out of the juvenile justice system, and designing and implementing programs intended to prevent delinquent and criminal behavior by and against juveniles.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department is committed to the development and perpetration of programs designed to prevent and control Juvenile Delinquency.

The Jupiter Police Department cooperates with the State Attorney's Office Department of Juvenile Justice and Circuit Court (Juvenile Division) in the handling of juveniles in compliance with Florida Statutes, Chapter 985 governing juveniles. Members will encourage review and comment from these agencies when developing policies and procedures relating to juveniles.

Furthermore, this Department will use the least coercive reasonable alternatives when dealing with juveniles, consistent with the preservation of public safety, order and individual liberty.

The responsibility for participating in and supporting the agency's juvenile operations function is shared by every member and component of the agency. The primary responsibility rests with the Juvenile Intervention Unit.

18.1.1 ENFORCEMENT ACTIONS

The officer coming in contact with a juvenile offender has a number of enforcement options that can be used in handling the case. Jupiter Police Officers have a wide range of alternative remedies ranging from warnings to intake. If allowed by law, written citations or a Juvenile Referral Report should be used rather than taking a juvenile into full custody. Officers dealing with juveniles will use the least coercive method among reasonable alternatives.

- A. A juvenile involved in non criminal behavior may be released without further action. Parents or legal guardians may be notified by the investigating officer in reference to the behavior.
- B. A juvenile can be apprehended by the officer and released to a parent(s), guardian(s), or a responsible person without formal charges. A written report will be made documenting the circumstances concerning the incident.
- C. A juvenile can be apprehended for a misdemeanor or felony and released to his parents, or legal guardian. Appropriate paperwork will be completed by the officer and submitted to his/her supervisor at the end of the shift.
- D. A juvenile can be apprehended by an officer and placed in the Juvenile Assessment Center (JAC) on formal charges for all arrests, without delay, unless the juvenile is in need of medical attention. If the juvenile needs medical attention, he/she is to be transported to the nearest hospital for treatment and upon release will then be transported to JAC.
- E. A child taken into custody will be released from custody as soon as reasonably possible.
- F. A juvenile may be issued a traffic citation, if an infraction is committed, the same as an adult.

18.1.2 TAKING A CHILD INTO CUSTODY

- A. A child may be taken into custody under the following circumstances:
 - 1. Pursuant to an order of the Circuit Court issued pursuant to the provisions of F.S. 985.101, based upon sworn testimony, either before or after a petition is filed;
 - 2. For a delinquent act or violation of law, pursuant to Florida Law, pertaining to arrest;
 - 3. For failing to appear at a court hearing after being properly noticed;
 - 4. Pursuant to F.S. 394.463, Involuntary Examination.
- B. The officer taking a child into custody will immediately attempt to notify the parent, guardian, or legal custodian of the child.

- C. The officer taking the child into custody will continue such attempt until the parent, guardian, or legal custodian of the child is notified or the child is delivered to an intake facility. At that time, the responsibility to notify the parent, guardian, or legal custodian of the child transfers to that intake facility.
- D. A juvenile considered at risk for becoming involved in criminal activity may be referred to the Children's Home Society, who is the agency contracted by Palm Beach County to handle CIN/FINS (children in need of services, ungovernable and runaways)
- E. Jupiter Police Officers will protect the constitutional rights of any juvenile taken into custody.
- F. All juveniles being held under the care and custody of an officer, to include those both securely detained and not securely detained, shall be logged onto the Juvenile Log Sheet maintained in the Temporary Detention Facility. This includes any juvenile brought to the facility to include the parking lot, Sally Port, holding cell, interview room or other office within the Jupiter Police Department.
- G. A visual observation of any juvenile being held in the Temporary Detention Facility will be conducted at least every ten (10) minutes and documented on the Log Sheet maintained in the Temporary Detention Facility.
- H. Prior to a juvenile being taken into custody for an involuntary psychiatric examination under a Baker Act, the following criteria are required:
 - 1. The officer will make reasonable efforts to contact the juvenile's parent or legal guardian before initiating or executing a Baker Act;
 - 2. The officer shall ensure the juvenile is not simply exhibiting anti-social behavior;
 - 3. There is a real and present threat of substantial harm to his or her well-being; and
 - 4. There is a substantial likelihood that without care or treatment the juvenile will cause serious bodily harm to himself or herself or others, in the near future, as evidenced by recent behavior.

18.1.3 JUVENILES IN SECURE CUSTODY

- A. **Secure Custody** - A juvenile offender in a secure custody status is one who is physically detained or confined in a locked room or other area set aside or used for the specific purpose of securely detaining persons who are in law enforcement custody.
 - 1. The Jupiter Police Department Detention Facility and the interview rooms located within the Detention Facility are secure detention areas.
 - 2. Secure detention or confinement may result from being physically secured to a cuffing rail or other stationary object.

B. Juvenile offenders charged with a delinquent act, misdemeanor, traffic, or felony may be brought to the Jupiter Police Department Detention Facility for processing and awaiting transportation to the Juvenile Assessment Center or pickup by their parent or guardian.

1. Juvenile offenders detained within the confines of the Detention Facility may be held for a period **not to exceed six (6) hours**.

Juvenile offenders and adults will not be held in the detention facility at the same time.

2. Juvenile offenders detained in the Detention Facility **will not be left unsupervised**.

3. Juvenile Non-Offenders and Status Offenders

- a. **Juvenile Non-Offender** – a juvenile non-offender is a child who has committed no criminal offense. The child may be under court order jurisdiction due to abuse or neglect, domestic violence, Marchman or Baker Act proceedings.
- b. **Status Offender** – a status offender is any child who has committed a non-delinquent offense. Status offenses, or non-delinquent acts, are any acts that are offenses based only on the status of the child as a minor. Examples would be truancy, running away, ungovernable behavior, possession of tobacco or possession of alcohol.
- c. Juvenile Non-Offenders and Status Offenders **will not** be placed into secure custody at any time and **will not** be detained in the Jupiter Police Department Detention Facility.
- d. A juvenile non-offender may be held in non-secure custody until an appropriate placement is found. Juvenile non-offenders held in non-secure custody will not be left unsupervised. Non-secure areas include CIS interview rooms, Briefing and Training room, etc.

18.1.4 JUVENILE INTERVIEW / INTERROGATION

1. According to F.S. 985.101, any time a juvenile is taken into custody, the officer shall attempt to notify the parent, guardian or legal custodian of the child as soon as possible and will continue such attempts until the parent or legal custodian is notified or the child is delivered to an intake facility. If the parent or guardian cannot be contacted prior to the child's arrival to the intake facility, a record of the following information shall be documented in the officer's report:
 - a. Who was called.
 - b. Number of contacts (telephone calls attempted)

- c. Time of telephone calls.
2. Juveniles suspected of committing a violation of law who are going to be questioned will be advised of their Constitutional Rights:
 - a. At the time of custodial interrogation, Miranda Rights must be read to the juvenile. (See attached Training Bulletin Miranda Warnings/Juvenile Explanations)
 - b. The parent or guardian may be present prior to the juvenile being interviewed regarding a criminal offense for which they may be charged.
 - c. If the juvenile decides to waive his rights, the waiver should, if possible, be supported by at least one signature of a witness other than the primary officer.
 - d. Parents, guardians and/or school officials do not have the right to waive Miranda Rights for a juvenile. Only the juvenile can waive his rights.
 - e. A parent may request counsel be present during the questioning of a juvenile.
 - f. Interviews must be stopped if the child or parent requests to talk to one another (i.e., if you are interviewing a child and the parent(s) arrives wanting to speak to the child, you must let them speak before continuing the interview or the confession will be suppressed same applies if the juvenile wants to speak to his parent(s) before the interview)
3. While it is ideal to have a parent present during interrogation of a juvenile, appellate courts have held that admissibility of statements made by juveniles during interrogation depends upon whether Miranda warning was properly given, the child understood the warning and waived his/her rights and made the statement freely, voluntarily, knowingly, and intelligently.
4. Generally, there should be no more than two law enforcement officers present during the interrogation of a juvenile who is accused of a violation of the law. If circumstances warrant, a supervisor may authorize additional officers to sit in on an interrogation of a juvenile, but the number of interrogators should be limited to two investigators.
5. The interviewing officer will inform the suspect and any parent and/or legal guardian present of the procedure regarding interrogation and the juvenile justice system as it relates to their particular case.
6. Juveniles will not be interrogated for an unreasonable length of time. The duration of an interrogation will be governed by the nature and severity of the

crime under investigation.

7. Supervisors will be kept advised as to the nature of complicated investigations and the need for lengthy interrogation of a juvenile suspect.
8. Normally, the length of time for each session is two (2) hours. The time between each session should be at least fifteen (15) minutes, but that can vary depending on how the interrogation and investigation are progressing.
9. The maximum time allowed for the detainment of a juvenile in police custody at the police department is six (6) hours. The six (6) hour time limit begins at the time the juvenile enters the police department, not at the time of arrest or during transport.
10. If the juvenile is interviewed as a victim or witness, the officer is not required to contact the parent. However, if there is no law enforcement reason to prevent their presence (i.e., suspected child abuse by the parent(s), they may be present.
11. Interviews and interrogations of juveniles at school should be kept to a minimum. If such interviews are necessary, the officer will:
 - a. Coordinate all on campus activity with the School Police Officer, if the school has one.
 - b. Coordinate all on campus activity with the principal or assistant principal if the school does not have a School Police Officer.
 - c. Request an objective school staff member to be present during any questioning if a parent cannot be present.
 - d. Notify the appropriate school staff and the parent if the juvenile is to be removed from the school.

18.1.5 TRAFFIC VIOLATIONS

1. Non Criminal Infractions: A juvenile charged with a non criminal traffic infraction will be issued the appropriate traffic citation(s) and/or warning(s).
2. Misdemeanor Traffic Offense: A juvenile charged with a misdemeanor traffic offense may be issued the traffic citation(s) and released; or taken into custody, processed, and released to a parent, guardian, or responsible adult, in accordance with F.S.S. 316.635.
3. Felony Traffic Offense: A juvenile charged with a felony traffic offense will be taken into custody, processed, and released to a parent, guardian or responsible adult, or screened for detention at the Juvenile Assessment Center.
4. Officers are encouraged to consider alternatives to the arrest or issuance of

citations when appropriate.

5. If an arrest is made, diversion tactics should be considered.
6. Officers are encouraged to mail a copy of the juvenile's citation(s) to the child's parent(s), and/or contact the parent(s) to advise them of verbal or written warnings.

18.1.6 MISDEMEANOR ARRESTS

1. When an officer elects to arrest a juvenile for a misdemeanor violation (state statute or county ordinance), the officer will:
 - a. Complete a Juvenile Referral Report and any other reports associated with the incident, in compliance with department procedures;
 - b. If possible, check with the Juvenile Assessment Center, and/or F/NCIC for existence of outstanding capiases, pick up orders or violations of probation for which the juvenile must be held;
 - c. Consider releasing the juvenile to a parent, legal guardian or a responsible adult, upon agreement of the person to whom the child is released, to produce the child in court at such times as the court may direct. The child will not be released on his/her own recognizance.
2. If the parent, legal guardian or a responsible adult cannot be reasonably located, the officer will transport the juvenile to the Juvenile Assessment Center and turn the juvenile over to their receiving personnel. JAC will assume the responsibility of notifying the parent or legal guardian.
3. Juveniles brought to the Jupiter Police Department for processing will be transported without unreasonable delay and with the appropriate paperwork to the Juvenile Assessment Center when booking information and processing are completed.

18.1.7 FELONY ARRESTS

1. Officers arresting juveniles for felony offenses will:
 - a. Transport juveniles to the Jupiter Police Department booking facility to fingerprint and, if necessary, photograph;
 - b. Complete a Juvenile Referral Report and any other reports associated with the incident, in compliance with department procedures;
 - c. Make every reasonable effort to contact the juvenile's parent(s) or legal guardian;
 - d. Screen the juvenile and determine if they should be released to a parent /

guardian or transported to the Juvenile Assessment Center.

- e. If transported to the Juvenile Assessment Center, the juvenile will be transported without unreasonable delay. The appropriate copies of the arrest paperwork will be left at the detention facility.
 - f. The intake officer will take custody of the juvenile and paperwork.
2. Juveniles brought to the Jupiter Police Department for processing will be transported without unreasonable delay and with the appropriate paperwork to the Juvenile Assessment Center when booking information and processing are completed.

18.1.8 FINGERPRINTING OF JUVENILES

1. In accordance with Florida State Statute 985.11, a child who is charged with or found to have committed one of the following offenses will be fingerprinted, and the fingerprints will be submitted to the Florida Department of Law Enforcement (FDLE) as provided in F.S.S. 943.051(3)(a):
 - a. Any offense that would be a felony if committed by an adult;
 - b. Assault, FSS 784.011;
 - c. Battery, FSS 784.03;
 - d. Carrying a concealed weapon, FSS 790.01(1);
 - e. Open carrying of a weapon, FSS 790.053;
 - f. Unlawful possession of a firearm, FSS 790.022(5);
 - g. Unlawful possession or discharge of a firearm on school property or at a school sponsored event, FSS 709.115;
 - h. Unlawful use of a destructive device or bomb FSS 790.1615(1);
 - i. Assault or Battery on a law enforcement officer or firefighter, FSS 784.07(2)(a);
 - j. Negligent treatment of children, FSS 827.05;
 - k. Exposure of sexual organs, FSS 800.03;
 - l. Petit Theft, FSS 812.014
 - m. Cruelty to animals, FSS 828.12(1)

- n. Arson, resulting in bodily harm to a firefighter, FSS 806.031(1)
2. Juveniles charged with any other crime may be fingerprinted if the officer deems it necessary for investigative purposes.
3. All juvenile fingerprints must be marked "Juvenile", and must be maintained separately from adult fingerprints, and are not available for public disclosure and inspection.

18.1.9 PHOTOGRAPHING OF JUVENILES

1. All juveniles may be photographed if the officer deems it necessary for investigative purposes.
2. All copies of juvenile photographs must be marked "**Juvenile**", and must be maintained separately from adult photographs, and are not available for public disclosure and inspection.
3. Any juvenile photograph taken pursuant to this section may be shown by an officer to any victim or witness of a crime for the purpose of identifying the person who committed the crime.

18.1.10 RELEASE OF INFORMATION ON JUVENILES ARRESTED

1. Pursuant to F.S.S. 985.04 (3)(a), all information obtained during the assessment or treatment of a juvenile is confidential.
2. Pursuant to F.S.S. 985.04 (5), the name photograph, address, and crime or arrest report of a child, will not be considered confidential and exempt from F.S.S. 119.07(1) solely because of the child's age, if:
 - a. The child has been taken into custody by a law enforcement officer for a violation of law which, if committed by an adult, would be a felony; or
 - b. Found by a court to have committed three or more violations of law which, if committed by an adult, would be misdemeanors.
3. Victims of offenses committed by juveniles may obtain the juvenile offense report. However, information gained by the victim regarding any case handled in juvenile court must not be revealed to any outside party, except as is reasonably necessary in pursuit of legal remedies.

18.1.11 TRANSPORTING JUVENILES

1. Juveniles requiring transport will be transported to the appropriate booking facility immediately, unless they need emergency medical attention.
2. Juveniles will be transported in the same manner as but never with an adult, unless the juvenile participated in the same offense as the adult.
3. When a juvenile is transported, the transporting officer will advise

Communications of the juvenile's presence in the vehicle, the expected destination, and starting mileage.

4. Upon arriving at the destination, the transporting officer will advise Communications and give the ending mileage.

18.1.12 RELEASE OR DELIVERY FROM CUSTODY

1. Pursuant to F.S.S. 985.115, a child taken into custody will be released from custody as soon as is reasonably possible.
2. Unless otherwise ordered by the court pursuant to FSS. 985.115, and unless there is a need to hold the juvenile, a person taking a juvenile offender into custody will attempt to release the juvenile as follows:
 - a. To the juvenile's parent, guardian or legal custodian. Or, to any responsible adult relative if the juvenile's parent, guardian or legal custodian is unavailable, unwilling or unable to provide supervision.
 - a. When releasing a juvenile to persons other than the juvenile's parent, guardian, or a custodian, the officer will contact Communications to have a criminal history background check conducted.
 - b. Individuals who are not parents, guardians, or custodians are not considered to be responsible adults if they have a prior felony conviction, or a conviction for child abuse, drug trafficking, or prostitution.
 - c. The person to whom the child is released will agree to inform the Juvenile Court Clerk's Office of the juvenile's subsequent change of address and to produce the juvenile in court at such time as directed;
 - b. To the Juvenile Assessment Center:
 - a. If the juvenile is believed to be suffering from a serious physical condition which requires prompt diagnosis or prompt treatment, then the juvenile will be delivered to a hospital for necessary evaluation and treatment.
 - b. If the juvenile is believed to be mentally ill, as defined in F.S.S. 394.463 (1), then the juvenile will be taken to a designated public receiving facility, as defined in F.S.S. 394.455, for examination.
 - c. If the juvenile appears to be intoxicated and has threatened, attempted, or inflicted physical harm on him/her self or another, or is incapacitated by substance abuse, then the juvenile will be delivered to a hospital, addiction receiving facility or treatment center.

18.1.13 SCHOOL NOTIFICATION

1. In compliance with F.S.S. 985.101 and 984.04, the district's Superintendent of Schools or designee, will be notified whenever a student is arrested for any felony or violent misdemeanor. Information will include the juvenile's name, date of birth, school attended, case number, and the criminal charge for which the juvenile was taken into custody.
2. The officer who takes a juvenile into custody must indicate the subject's student status and the name of the school on all reports and complaint affidavits.

18.1.14 DIVERSION PROCEDURES

1. Discretionary Release: A juvenile involved in a minor offense may be diverted from the juvenile justice system without charges. The officer should consider the age and circumstances of the juvenile, the type of offense, the offender's record, and the victim's wishes when deciding to forgo formal charges.
 - a. The officer may release the juvenile with a verbal warning.
 - b. The officer may release the juvenile to a parent or guardian with an explanation of the offense and consequences of future criminal conduct.
 - c. Based on the nature of the incident, an offense incident report may be required.
2. Juvenile First Offender Program: A juvenile who commits a misdemeanor may be referred to the agency's Juvenile First Offender (JFO) Program. This program offers options to traditional criminal justice sanctions. All juvenile arrests are reviewed by a JFO Coordinator to determine eligibility for the JFO Program. The following information should be gathered by the arresting officer to assist the JFO Coordinator with the processing of possible candidates:
 - a. Complete the Juvenile Referral Report/ Probable Cause Affidavit and an Offense Incident Report, gathering all of the available information on the incident to include the suspect information, victim information, location of the incident, facts of the case, the name of the suspect's parent/guardian and any other pertinent information.
 - b. Interview the victim as to the course of action he/she is interested in. If the victim or complainant makes a recommendation for the JFO Program, that information will be included in the affidavit and report.
 - c. Attempt contact with the parents or guardian immediately. Obtain the parent or guardian signature on the Juvenile Referral Report, and ask them if the child has ever been arrested or involved with any other type of diversion program. Include this information in the report.

- d. Request and attach to the arrest report a copy of the criminal history background check obtained from Communications.
- e. Inform the juvenile and parent/guardian of the procedures the JFO Program will follow and release the juvenile to a parent/guardian or responsible adult. The JFO Coordinator will contact the parent/guardian to schedule an interview if in fact the child is eligible to participate.
- f. If the juvenile or his/her family is unwilling to participate, or if the juvenile is found ineligible or unsuitable for the JFO Program, the case will be referred to the State Attorney's Office.

18.1.15 PALM BEACH COUNTY JUVENILE ALTERNATIVE SERVICES

There are *Juvenile Diversion Programs* available through the Palm Beach County Juvenile Justice System for which juvenile offenders may be eligible. The programs are open to first time felony offenders and first or second time misdemeanor offenders. To be eligible the child must admit the offense. An Assistant State Attorney will set whatever sanctions and/or restitution is deemed suitable.

18.1.16 TRUANCY

Because truancy is a strong indicator of future criminal activity and a precursor to failure in school, Department personnel will make every effort to involve parents from the onset, even if it is inconvenient to the parents.

1. School Check: An officer who encounters a juvenile believed to be truant will conduct a wanted/warrants check, and contact the juvenile's school to verify enrollment and confirm truancy.
2. Processing: If the juvenile is confirmed to be truant, the officer will complete a Field Interview Report and the child will be delivered, without delay, to their respective school.
 - a. When a truant runaway child is located, the recovering officer will conduct a "pat down" search before placing the child in a patrol vehicle.
 - b. Upon arrival at the school, the officer will turn the child over to a School Board Police Officer or a school Administrator.
 - c. If the officer has elected to place the juvenile in handcuffs for transport, absent exigent circumstances, the handcuffs will be removed once the juvenile is removed from the vehicle.
 - d. The officer will then return to service, and the school personnel will take custody of the child.

18.1.17 ANNUAL REVIEW

1. An annual review and written evaluation of all enforcement and preventative programs relating to juveniles will be completed at the beginning of each calendar year. The evaluation should consider both the quantitative and qualitative elements of each program. The evaluation should determine whether the program should function as is, modified or discontinued.
2. The review and evaluation of the enforcement program, Juvenile First Offender Program, and the juvenile preventative programs will be completed by the Neighborhood Policing Division Supervisor or their designee.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 18.2 - Child Abuse Investigations

Subject: Child Abuse Investigations

Issued: 12/02

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 01/12

Signature: *Signature on File*

Revision #: 3

PURPOSE

The purpose of this General Order is to standardize operational protocol for conducting child abuse investigations.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

In an effort to enhance protection and service to children in our community the Jupiter Police Department has entered into a working agreement with the Department of Children and Families, the State Attorney's Office, the Child Protection Team, and the Children's Place at Home Safe.

The investigation and intervention of child abuse/neglect and domestic abuse will be handled in a comprehensive, coordinated, multi disciplinary team approach to assure each case involves the combined professional abilities, knowledge, skills and available resources of all the involved, key parties.

POLICY

The Jupiter Police Department will vigorously pursue the perpetrators of crimes against children and will assist in their prosecution while, at the same time, protect the rights of children.

DEFINITIONS

Agency Specialist - an agency member who acts as an intermediary between the Jupiter Police Department and the Department of Children and Families.

Child Protection Team (CPT) - Specialists in child medical and psychological diagnosis working under contract with DCF to assist with cases when the victim exhibits evidence of severe emotional, physical, and/or sexual abuse.

Rapid Response Team (RRT) a county-wide response to immediately begin investigating suspicious child deaths or life threatening conditions. It includes personnel from the medical examiner, PBSO, DCF, CPT, and State Attorney's Office.

Formal Interview - any procedure in which the child victim is required to provide a factual recitation of the circumstances surrounding the allegation of abuse.

Informal Interview - an initial contact with the child victim by law enforcement and/or Florida Department of Children and Families to assess validity of complaint or need to take protective measures on behalf of the victim.

18.2.1 COMPLAINTS OF CHILD ABUSE

A. There are two methods in which the Jupiter Police Department receives complaints of child abuse/neglect.

1. Complaints directly from the public received either through 9 1 1, a non emergency phone line, or an in person complaint.
2. Complaints from Department of Children and Families (DCF) received by phone, in person, and/or by fax via the Florida Abuse Hotline System report (HomeSafeNet report) to the Communications Section fax line.
 - a. The HomeSafeNet report will be given immediately to the on duty Supervisor who will determine if an immediate response is necessary.
 - b. The HomeSafeNet report is confidential and not public record the identification of the reporting person is strictly prohibited.

B. When a report of child abuse is received:

1. **In progress reports** Communications will classify the call in CAD as a "Child Abuse" and make it a priority call. A police officer will be dispatched to the location of the child abuse.
2. **Delayed reports** The on duty supervisor will review the report and determine if the child's safety is in danger:
 - a. If the child's safety at risk, a police officer will be dispatched immediately to the location of the child abuse.
 - b. If the child's safety is not at risk, the report may be held for the coordinated

response with the DCF investigator.

- c. The HomeSafeNet report will not be held longer than 24 hours while waiting for DCF to respond. If DCF does not respond within the 24 hour period, an officer will investigate the complaint without the DCF investigator.

Note: *If there is any indication the child's safety may be at risk, an officer will respond immediately.*

18.2.2 PATROL BUREAU RESPONSIBILITIES

- A. The officer assigned the call of child abuse/neglect will:
 - 1. Obtain background information on the residence/family (CAD history, PALMS, FCIC/NCIC, DCF reports, etc.) to find any prior history of abuse. This information will be shared with the DCF investigator.
 - 2. Call the DCF dispatch specialist (**800 96 ABUSE or 866 LE ABUSE**) and obtain a copy of the HomeSafeNet report, if not already in receipt of same.
- B. The officer assigned the call will respond to the location of the reported child abuse/neglect and assume the lead investigative role for all criminal fact finding and evidence gathering. (A DCF investigator need not be present, but the investigation should be coordinated with DCF, if possible.)
- C. The officer will conduct a preliminary informal interview of the victim to assess the validity of the complaint or the need to take protective measures on behalf of the victim.
 - 1. If the child's safety is at risk or further abuse/neglect will occur if the child is left in the home, then DCF will be contacted immediately to respond.
 - a. DCF 24 hour line to use when a child's safety is in danger and needs to be immediately removed from the home: **866-DCF9-DCF**.
 - b. If the 24 hour line is called even if DCF responds the officer must call the DCF Police line to generate a HomeSafeNet report : **866-LE-ABUSE**
 - 2. If the child's safety is **not at risk** and further abuse will **not occur** if the child is left in the home, the police officer will complete the investigation and prepare a written report to sustain or unfound the child abuse/neglect.
- D. If the neglect or abuse does not require the presence of a detective, the officer will conduct the investigation and make any necessary arrests or referrals to the State Attorney's Office.
- E. If the investigation involves the death of a child by abuse/neglect, felony child abuse, or sexual battery or sexual abuse, the officer will begin the preliminary investigation and

notify his/her supervisor. The supervisor will notify or call out a detective.

F. If a DCF investigator was not present during the investigation, the investigating officer will call a DCF Abuse line (**Public: 800 96 ABUSE, Police: 866 LE ABUSE**) and:

1. If call came in via a DCF HomeSafeNet report, advise them of your findings.
2. If call did not come in via a DCF HomeSafeNet report, notify them of the complaint so a HomeSafeNet report can be generated, and advise them of your findings.

18.2.3 TAKING DEPENDENT CHILDREN INTO CUSTODY

Dependent children may be taken into custody under the following circumstances, per F.S. 39.401:

- A. Pursuant to an order of the circuit court issued under the provisions of F.S. 39.401.
- B. By a law enforcement officer, or an authorized agent of DCF, who has probable cause to support a finding of reasonable grounds for removal and that removal is necessary to protect the child. Reasonable grounds for removal are as follows:
 1. The child has been abused, neglected, or abandoned; or is suffering from, or is in imminent danger of illness/injury because of abuse, neglect, or abandonment.
 2. The custodian of the child has materially violated a condition of placement imposed by the court.
 3. The child has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care.
- C. For the purpose of delivering the juvenile to the school system when the officer has reasonable grounds to believe that the juvenile is absent from school without authorization. For this order, the term "school system" will include, but is not limited to, a counseling center approved by the superintendent of schools.
- D. When the officer has reasonable grounds to believe the juvenile has run away from their parents, guardian, or other legal custodian.

18.2.4 CHILD ABUSE AND NEGLECT INVESTIGATIONS BY UNIFORMED OFFICERS

Officers responsible for investigating child abuse and child neglect cases will adhere to the following guidelines and restrictions, in addition to applicable guidelines for conducting preliminary investigations:

- A. Assess and secure the alleged crime scene.

- B. Arrange for emergency medical treatment, if required.
- C. Notify DCF.
- D. Conduct an interview with the victim (interview may be considered "formal" if it meets the definition of formal interview on first page):
 - 1. When determining who may be present during the interview, emphasis should be placed on putting the victim at ease.
 - 2. The parent(s) or guardian should not be present unless and until the perpetrator has been determined.
 - 3. DCF may be present during the interview; however, the officer will conduct the criminal fact finding interview.
- E. Locate, preserve, and photograph the crime scene and collect evidence.
- F. Color photographs will be taken of all injuries. A measurable guide will be used and the person(s) photographed must be identified in the photograph.
- G. Interview the suspect and any witnesses.
- H. If probable cause exists, arrest the suspect, or refer the case to the State Attorney's Office, as applicable.
- I. If the case is assigned as shift level follow-up, supplemental reports are due no later than 15 days from the date of the original report, with the following exceptions:
 - 1. **Cases requiring a State Attorney's Office Investigation:** A supplemental report must be completed upon the conclusion of a live SAO interview, or whenever new information is obtained.
 - 2. **Inactive cases:** Once all leads have been exhausted, additional supplements are not required unless new information is developed.

17.2.5 AGGRAVATED CHILD ABUSE, FELONY LEWD AND LASCIVIOUS, AND SEXUAL BATTERY INVESTIGATIONS

- A. When conducting preliminary investigations of aggravated child victim cases, investigators must adhere to the following guidelines and restrictions in addition to the guidelines in Section 18.2.2.
 - 1. Judicial restrictions limit the number of formal interviews of the victim. Therefore, the uniformed officer conducting the preliminary investigation will not conduct a formal interview. (The assigned detective will assume responsibility for the formal

interviews, evidence collection, and arrest.)

2. The officer will inform his/her supervisor of the facts of the case.
3. The supervisor is responsible for making detective notification or call out.

B. If a detective responds, he/she will be responsible for the following:

1. Obtain facts from the originating officer.
2. Ensure that the crime scene is processed and evidence is collected.
3. Conduct in depth interviews with witnesses and suspect(s).
4. Coordinate the investigation with DCF, when necessary.
5. Conduct (or arrange with the CPT) a formal interview with the victim and gather details of the abuse.
6. Schedule required medical and/or psychological examinations through the CPT.
7. Consult with the State Attorney's Office Crimes Against Children Unit, if needed.

C. Child Protection Team - will be used to conduct interviews on child victims of severe physical or emotional abuse and/or sexual abuse. The interview will be set up by the investigating detective or by the DCF investigator.

D. Rapid Response Team - will assist as requested by the on duty supervisor or investigating detective with any of the following types of cases:

1. Unexpected infant death or drowning
2. Life threatening child abuse or neglect
3. Life threatening injuries
4. Sexual Battery of child under 12 involving serious bodily injury
5. Multiple victim/multiple suspect cases of child abuse

E. Medical Examinations: All suspected victims of child maltreatment who need a medical examination, when there are no immediate emerging medical needs, will be scheduled for a CPT Medical Examination as soon as possible. In cases requiring emergency after hours treatment, the medical examination will be conducted at St. Mary's Medical Center.

Note: *Child Sexual Battery examinations will not be conducted at Jupiter Hospital because they lack*

18.2.6 REPORTING PROCEDURES

- A. The investigating officer will prepare a written report on ALL child abuse/neglect calls, whether actual or unfounded.
 - 1. The written report will be title "Child Abuse/Neglect" and/or the appropriate charge for the alleged crime. It will contain the actions and findings of the investigating officer.
 - 2. The written report will document all injuries, physical conditions, and medical treatment rendered. Observable injuries will be preserved by photography.
- B. The investigating officer and the DCF investigator should agree on the future course of the investigation. In the event of a disagreement, the officer will contact the on duty supervisor and/or the agency specialist and the DCF investigator will contact the DCF specialist to resolve the disagreement.
- C. Incidents occurring outside of Jupiter: If it is determined during the course of the investigation that the child abuse/neglect occurred outside the Jupiter jurisdiction, the officer will take an "Information" report reference Child Abuse/ Neglect.
 - 1. The report will document where the child abuse/neglect occurred and will contain any information the officer has collected.
 - 2. The report will be faxed to the agency in whose jurisdiction the child abuse/neglect occurred.
- D. **Child Safety Review Database:** In addition to the required written report, officers must complete a Child Safety Review Database Form and attach it to the original report. This form is forwarded to Records with the original report and is entered into the central Child Safety Review database by Records personnel.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 19.1 - Crime Prevention and Community Relations

Subject: Crime Prevention and Community Relations

Issued: 06/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 02/15

Signature: *Signature on File*

Revision #: 4

PURPOSE

The purpose of this General Order is to establish guidelines to develop a partnership with members of the community and to define our community policing philosophy.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

Community Policing is a philosophy and organizational strategy that promotes a partnership with citizens to work together to identify and solve community crime and disorder problems with the goal of improving the overall quality of life in the community. Community Policing rests on the belief that the citizens and the police department, only by working together, can improve the quality of life in the community. It challenges all department personnel to find ways to develop new proactive initiatives aimed at solving community problems.

POLICY

It is the goal of this department to provide citizens with specific information and programs to assist in making their family, home, and business more secure and less vulnerable to the criminal element and to establish and maintain good working relations with the public through a proactive community relations effort.

19.1.1 CRIME PREVENTION RESPONSIBILITIES AND OBJECTIVES

In general, Crime Prevention is a shared responsibility of each member of the department. This order will describe those responsibilities. All officers will be responsible for the following activities:

- A. Providing basic crime prevention information when answering calls for service.

B. Encouraging citizens to participate in crime prevention activities, to include:

1. Neighborhood Crime Watch
2. Burglary Prevention
3. Sexual Assault Prevention
4. Fraud Prevention
5. Home and/or Business Security Surveys
6. Kid Care I.D.
7. Robbery Prevention
8. Commercial Burglary Prevention

C. Establishing good community relations. Reinforcing positive actions and demeanor of department personnel when dealing with the general public as it tends to have a significant impact upon the image of the department and ultimately its overall effectiveness and level of acceptance within the city.

D. Trying to insure each contact inspires respect, not only for the officer as an individual and a professional, but one that generates the cooperation and approval of the public.

19.1.2 CRIME PREVENTION PROGRAMS

A. Citizen Advisory Group

1. The Citizen Advisory Group consists of various community representatives including:
 - a. Homeowners Associations
 - b. Commercial Development/Management Companies
 - c. Social/Political Groups
 - d. Security Directors
2. The purpose of the Citizen Advisory group is to provide a forum for the department to educate members of the community regarding:
 - a. Recent crime trends
 - b. The Departments planned responses to these trends
 - c. Various aspects of the departments general operations by inviting department members to address the group.
3. The Citizen Advisory Group also allows for the members of the group to address specific neighborhood and community concerns, as well as provide input on

the effectiveness of current crime prevention programs being employed by the police department.

4. Participation in the Citizen Advisory Group is suggested to community members when quality of life issues arise in their areas.
5. Citizen Advisory Group meets on a monthly basis and invitations are sent to all members.

B. CERT On Patrol:

1. CERT on Patrol is a program which utilizes civilian volunteers to provide high visibility patrols in commercial and residential developments in an effort to diminish crime opportunities.
2. The daily activities of CERT on Patrol are dictated by the District Commander's Weekly Mission Briefing based on recent crime trends and areas where increased crime opportunities are anticipated.

C. Attendance at Homeowner's Association/Community Meetings

1. Department members regularly attend various Homeowners Association and Community Meetings. Attendance at this meetings allows for the department to:
 - a. Be made aware of community concerns not addressed in Citizen Advisory Group.
 - b. Provide citizens with crime prevention tips
 - c. Inform the public that crime awareness and prevention is a cooperative effort between the police and the citizens of the community and stress the importance of citizen participation.

- D. Crime Prevention programs and initiatives are created utilizing recent crime trends and data, input from all members of the department, as well as input from members of the community.
- E. The Jupiter Police Department recognizes that, through established programs and the media, crime awareness information and crime prevention procedures are provided to the community that will assist the public in lessening its victimization rate and its fear of crime.
- F. Crime awareness and prevention groups are established, including Citizens Advisory Group, Crime Watch, and CERT on Patrol in order to better educate community members on how his/her involvement is vital to community crime prevention. Without citizen involvement, additional manpower and funding and improved technology will not be sufficient to combat crime effectively.

19.1.3 SCHOOL LIAISON PROGRAM

- A. Maintain the school liaison program which incorporates the following:
1. Act as a resource with respect to delinquency prevention through the active participation in truancy prevention.
 2. Provide guidance on ethical issues in classroom settings by teaching various programs to students, such as:
 - a. Conflict Resolution classes (anger management, anti bullying, anti violence)
 - b. Just Say No
 - c. Stranger Danger
 - d. Gun Safety
 3. Provide individual counseling and/or mentoring to students.
 4. Explaining Law Enforcement's role in society through Community Helpers (puppet shows and presentations) and agency tours provided to schools and organizations.
 5. Each officer is assigned a school and maintains communication with the school through visits and/or exchange of information.

19.1.4 DEPARTMENT CRIME PREVENTION OBJECTIVES

- A. To assist in organizing crime awareness/ prevention groups in residential areas through the Citizens Advisory Group (CAG). Through group involvement, the citizen is expected to become better educated on how his/her involvement is vital to community crime prevention. Without citizen involvement, more manpower, improved technology, or additional funding will not be sufficient to combat crime effectively.
- B. To present crime awareness/prevention programs and maintain liaison with diverse community groups, including, but not limited to, the business community, local citizen groups, local civic organizations, church groups, minority organizations, private security agencies, and statewide associations.
- C. The agency's crime prevention programs will be evaluated at least once every three years to determine their effectiveness and the need for continuation, modification or discontinuance.

19.1.5 COMMUNITY RELATIONS

- A. Department Policy:
1. The department is committed to establishing strong ties with the community and

citizens that it serves through active and ongoing community programs to correct any actions, practices, and attitudes that may contribute to community tensions and grievances.

2. Each officer of the department is responsible for taking an active part in fostering better relations within the community and for achieving the agency's community policing goals.
3. Department members who become aware of a community concern or problem will forward the concern or problem to the Neighborhood Policing Division on the appropriate COP/POP form.

B. Community Policing Goals:

1. Improve the quality of life in the community by providing quality services, emphasizing fair treatment. Objectives are as follows:
 - a. Work with citizen groups to identify neighborhood crime and disorder problems and develop and implement solutions to these problems.
 - b. Reduce citizen fear of crime by increased police visibility and communications with citizens in neighborhoods.
 - c. Enhance citizen satisfaction with the police department's services by personal contact with neighborhood police officers.
2. Increase citizen, police, public, and private agency involvement in strategies to improve the quality of life and enhance public safety. Objectives are as follows:
 - a. Facilitate improved coordination and allocation of responsibilities among social, criminal justice, and other service agencies by acting as a conduit to prevent and solve community problems.
 - b. Initiate and coordinate meetings between agencies that are responsible for solving problems in neighborhoods.
 - c. Follow up on activities to ensure that responsibilities are acted upon and measures taken by appropriate agencies to solve community problems.
3. Increase the department's effectiveness through problem solving activities and efficient use of resources. Objectives are as follows:
 - a. Increase time spent by officers on proactive problem solving activities to reduce repeat calls for service.
 - b. Identify areas that generate repeat calls for service so problem solving efforts

can be initiated.

- c. Target programs by crime type and geographic area on the basis of an analysis of local crime data.
- 4. Provide highly motivated and trained personnel to increase professionalism and job satisfaction. Objectives are as follows:
 - a. Train personnel in community policing and problem oriented policing.
 - b. Enable personnel to use their initiative, ideas, and resources to solve problems with a minimum of managerial constraints.

19.1.6 COMMUNITY RECREATIONAL PROGRAMS

The agency organizes, supports, and participates in community based recreational and social welfare programs for children that may include, but are not limited to, the following:

- A. **Police Explorers** - A law enforcement career exploration program for ages 14 through 21. The program is coordinated by a designated Jupiter Police Officer(s) under the auspices of the Boy Scouts of America.
- B. **Bike Rodeos** - An educational program for younger children to learn and practice bicycle safety skills.
- C. **Junior Police Academy** - A six week seminar to orientate, educate, and communicate with middle school and high school children on the operations of the Jupiter Police Department.
- D. **Headstart of Palm Beach County** - A Federal program for pre school children from low income families. Officers act as god parents to academically at risk children to help with problem solving skills, improving self confidence and preparing them for elementary school.
- E. **Help One Student To Succeed (HOSTS) and other mentor programs.** - A program to enhance the reading level of children in the public school system.

19.1.7 JUVENILE EDUCATION AND PREVENTION PROGRAMS

- A. The primary responsibility for providing and presenting juvenile education and prevention programs rests in the Community Activities Unit.
- B. These programs include, but are not limited to:
 - 1. Conflict Resolution classes (anger management, anti bullying, anti violence)
 - 2. Stranger Danger
 - 3. Good Touch/Bad Touch

4. Just Say No, and Drug Awareness classes
5. Individual tutoring and mentoring programs
6. Community Helpers (puppet shows and presentations) and agency tours.

19.1.8 CITIZEN RESPONSE SURVEYS

- A. The Jupiter Police Department conducts a survey of citizen attitudes and opinions at least once every three years. The surveys include questions about the:
 1. Overall agency performance;
 2. Overall competence of agency employees;
 3. Officer's attitudes and behavior towards citizens;
 4. Concern over safety and security within the agency's service area as a whole;
 5. Recommendations and suggestions for improvements.
- B. The results of the survey, along with a written summary, are provided to the Chief of Police.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 2.1 - Department Organization

Subject: Department Organization

Issued: 01/87

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 06/15

Signature: *Signature on File*

Revision #: 17

PURPOSE

The purpose of this General Order is to establish the organizational structure of the Jupiter Police Department and the responsibilities of the various Divisions, Sections and Units of which it is comprised.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

It is important for all employees of the Jupiter Police Department to be familiar with the structure, functions, activities, and services of the Department to fulfill their own job duties and responsibilities. Understanding the organizational structure will aid in the proper and timely flow of information, as well as the delegation of tasks via the chain of command. By communicating this formal organizational structure to all personnel, the Department seeks to achieve a higher delivery of service to the Jupiter community.

2.1.1 ORGANIZATION AND RANK STRUCTURE

The Chief of Police develops, organizes, coordinates, and directs all functions of the Jupiter Police Department. The Police Department is organized into areas of functional responsibilities called Bureaus, Divisions, Sections and Units.

The organizational structure of the Department is reflected in the current Jupiter Police Department Organizational Chart.

The functions identified in the organizational chart are described in this policy.

To establish the chain of command, the precedence of ranks and positions within the Jupiter Police Department are listed in descending order as follows:

Rank Structure

Chief of Police

Deputy Chief of Patrol Bureau

Major

Planning and Administrative Services Manager

Captain

Sergeant

Officer/Detective

Non-Sworn Personnel

2.1.2 PATROL BUREAU

- A. The Patrol Bureau is charged with the major function of a police agency: the prevention and suppression of crime. As such, it has primary responsibility for the following
1. The major part of the Department's effort to preserve peace, protect life and property, and prevent crime.
 2. To provide a substantial measure of preliminary investigation in major crimes.
 3. To conduct completely, criminal investigations in other specified crimes.
 4. Enforcement of laws relating to vehicular and pedestrian traffic, crash investigation, and traffic enforcement activities including DUI enforcement.
- B. Traffic Enforcement Officers have primary responsibility for the following:
1. Crash investigations involving serious or fatal injuries.
 2. Traffic control and enforcement of traffic laws.
 3. DUI enforcement.
 4. Participation in special events (parades, funeral processions, VIP escorts, etc.).
- C. In addition to the road patrol platoons, the Patrol Bureau consists of the following specialized units described in 2.1.3 - 2.1.8:
1. Neighborhood Enhancement Team
 2. Community and Youth Outreach Unit
 3. Community Service Officer Unit
 4. Code Compliance Unit

5. K-9 Unit

6. Strategic Response Team

2.1.3 NEIGHBORHOOD ENHANCEMENT TEAM (NET)

- A. The Neighborhood Enhancement Team has the primary responsibility for identifying and assisting in the resolution of quality of life issues in designated charter neighborhoods within the Town.
- B. Neighborhood Enhancement Team Officers will maintain active liaisons with the Town of Jupiter Neighborhood Services Department, Patrol Bureau and Operations Support Bureau personnel to ensure a coordinated response to assigned quality of life problems.
- C. Team members will assist road patrol in handling calls for service in their charter neighborhoods and other areas of town as required.

2.1.4 COMMUNITY AND YOUTH OUTREACH UNIT

- A. Community and Youth Outreach Unit Officers are responsible for the creation and management of all juvenile safety/crime prevention education programs provided by the department.
- B. Officers assigned to the Community and Youth Outreach Unit will maintain liaison with assigned school administrators and Palm Beach County School Board Officers.
- C. The Explorer program and Jupiter High School Criminal Justice Academy will be managed by the Community and Youth Outreach Unit.

2.1.5 COMMUNITY SERVICE OFFICER UNIT

Community Service Officers are civilian members of the agency specifically trained to perform support functions including traffic control, crash investigation, and report writing. Duties assigned to Community Service Officers include, but are not limited to:

- A. Traffic crash investigations
- B. Traffic direction and control
- C. Responding to delayed reports of crimes

2.1.6 CODE COMPLIANCE UNIT

The primary responsibility of the Code Compliance Unit is to ensure compliance with the codes and municipal ordinances of the Town of Jupiter. Code Compliance Officers are assigned an area of responsibility and are proactive in the detection of code violations, as

well as reactive to complaints of violations in those areas.

2.1.7 CANINE (K-9) UNIT

A. The Canine (K-9) Unit has primary responsibility for the following:

1. Preventive Patrol
2. Premise Searches
3. Tracking Assignments
4. Assisting in Felony Arrests
5. Locating Controlled Dangerous Substances

B. A request for immediate tactical use of a canine may be made by any police officer at the scene of an incident through their immediate supervisor. If a K-9 officer is not on duty, the supervisor may call one out.

2.1.8 STRATEGIC RESPONSE TEAM

The Strategic Response Team is responsible for approaching and addressing crime and quality of life issues through intelligence led policing while assisting road patrol with calls for service when needed.

2.1.9 OPERATIONS SUPPORT BUREAU

The main purpose of the Operations Support Bureau is to supplement and provide assistance to the Patrol Bureau by providing resources and specialized experience in various areas. The Operations Support Bureau consists of the following specialized units described in 2.1.10 – 2.1.18.

2.1.10 SPECIAL OPERATIONS DIVISION

The Special Operations Division consists of the Marine Unit, the Beach Patrol Unit, the Street Crimes Unit and specialized Task Forces. The primary responsibilities of these units are to patrol and enforce laws associated with these specialized units.

2.1.11 MARINE UNIT

A. The Marine Unit has primary responsibility for the following:

1. Patrolling the waters of the Town of Jupiter

2. Enforcing Marine laws of the Federal Government (U.S. Code 19)
3. Enforcing Marine laws of the State of Florida, and Town Ordinances
4. Conducting safety checks of boaters

B. Other responsibilities include response to calls for assistance, missing boats/divers, overdue boats, boats aground, and assistance to other law enforcement jurisdictions when requested. Officers will also participate in special events and present boating safety programs to interested parties.

2.1.12 BEACH PATROL UNIT

The Beach Patrol Unit has primary responsibility for pro actively obtaining, assessing, and compiling information regarding ongoing criminal and safety related issues occurring at the beach front areas of Jupiter. The Beach Patrol Unit will develop resolutions to eliminate and reduce these identified issues through target specific operations. The Beach Patrol Unit's primary areas of responsibility are the A1A corridor and the Riverwalk. Officers assigned to this unit will perform those duties and responsibilities associated with the Patrol Bureau, absent mission specific goals and objectives for the areas identified above.

2.1.13 STREET CRIMES UNIT

Street Crimes Unit Agents have primary responsibility for addressing current crime trends by stressing apprehension and prevention. The Street Crimes Unit serves as a specialized enforcement unit that conducts special investigations, provides patrol and investigative support, and utilizes various surveillance and decoy measures to accomplish their goals and objectives.

2.1.14 TASK FORCES

The Jupiter Police Department actively participates in various task forces by temporarily assigning personnel to various short and long term task forces. These task force assignments are evaluated on an annual basis and continued involvement is at the discretion of the Chief of Police.

2.1.15 CRIMINAL INVESTIGATIONS DIVISION

The Criminal Investigations Division has the primary responsibility for the investigation of serious crimes, recovery of stolen property, preparation and presentation of cases for the State Attorney's Office; conducting at-scene investigations and crime scene processing; instituting investigations on criminal activities; and the compilation of criminal intelligence and statistical data.

2.1.16 DETECTIVES

Detectives have the primary responsibility for conducting at-scene investigations and preparation and presentation of cases for the State Attorney's Office.

2.1.17 DIGITAL FORENSICS

The Digital Forensics function uses various techniques and tools to scientifically identify, collect, analyze and preserve digital information.

2.1.18 CRIME SCENE INVESTIGATION

The Crime Scene Investigators have the responsibility for processing crime scenes and recovering and submitting evidence.

2.1.19 ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is responsible for managing several functions that provide financial and logistical support to the agency. The Administrative Services Division consists of the following components as described in 2.1.20 – 2.1.25.

2.1.20 CRIME ANALYSIS

Crime Analysis will identify and analyze methods of operations on individual criminals, provide crime pattern recognition, and analyze data derived from field interviews and arrests.

Crime Analysis will process and examine data in an effort to identify and interpret criminal activity so that strategies may be developed to direct law enforcement services activities, relate individual suspects and vehicles to crimes, and support staff functions, and provide timely data to department staff through Compstat reporting.

2.1.21 RECORDS SECTION AND PAYROLL

The Records Section has primary responsible for the following; receiving, reviewing, filing, and recalling copies of all reports prepared by members of the Department; maintaining master case files, providing data and support documentation upon request; preparing Uniform Crime Reports (UCR); maintaining the Department's computerized record keeping and photo imaging systems; records archival and destruction; and the completion of various clerical duties as required.

A Records Specialist is responsible for performing data entry and processing of documentation associated with payroll/personnel functions for the department.

2.1.22 FLEET AND FACILITIES MAINTENANCE

The Fleet and Facilities Maintenance Coordinator is responsible for the scheduling and coordination of maintenance for the Police Department and for all police vehicles and their respective equipment.

2.1.23 PURCHASING / QUARTERMASTER

The Purchasing/Quartermaster Specialist is responsible for coordinating police department purchases and maintaining/issuing police department equipment and supplies.

2.1.24 BUDGET

The administrator of the budget is responsible for monitoring the department's budget, and reports directly to the Chief of Police on budgetary related issues.

2.1.25 PLANNING AND ANALYSIS

The primary responsibility of Planning & Analysis is to enhance the management and operations of the department.

Planning and Analysis will facilitate the maximum utilization of department resources, providing assistance and information of a technical nature within the department and appropriate agencies.

Planning & Analysis performs a variety of functions including Crime Analysis, Strategic Planning, and Priority Based Budgeting. Planning & Analysis will receive direct guidance from the Chief of Police.

2.1.26 OFFICE OF PROFESSIONAL STANDARDS

The Office of Professional Standards is under the direct command of the Chief of Police. Included in the Office of Professional Standards is the Internal Affairs function and Staff Inspections. Internal Affairs has the responsibility to thoroughly investigate complaints of misconduct brought against Departmental members. Staff Inspections provide an objective review of agency administration and operational activities, facilities, property, equipment, and personnel outside the normal supervisory and/or line inspections. The Office of Professional Standards consists of the following components described in 21.1.27 - 21.1.30.

2.1.27 TRAINING AND RECRUITMENT

Training has primary responsibility for the development and coordination of all training for Department members, as well as the storage and maintenance of those records. The Field Training and Evaluation Program is also the responsibility of the Training Coordinator.

Recruitment has primary responsibility for the recruitment, application processing, background investigation, and hiring of police department employees. This includes

developing and reviewing the agency's Recruitment Plan.

2.1.28 ACCREDITATION

The management of the Accreditation process is the responsibility of the Accreditation Manager. The Accreditation Manager researches and develops policies and procedures which further the mission of the department, as well as updating the Departmental General Orders accordingly. The Accreditation Manager is responsible for the implementation of all Jupiter Police Department General Orders and any other responsibility deemed necessary by the Chief of Police.

2.1.29 PROPERTY AND EVIDENCE

The Property and Evidence Section is responsible for all evidence and property control matters and handles the submission of physical specimens and evidence to crime laboratories.

2.1.30 AUXILIARY/RESERVE OFFICERS

The Auxiliary/Reserve Officers are part-time, volunteer police officers who have met all pre-employment and training requirements prescribed by the police department and the Florida Department of Law Enforcement (FDLE) Criminal Justice Standards and Training Committee for Police Officers. Auxiliary/Reserve Police Officers are a functional sub-unit of officers assigned to the uniform operations for routine, emergency and non-emergency duty assignments.

2.1.31 COLLATERAL ASSIGNMENTS

The Jupiter Police Department maintains various support units and functions in which personnel are assigned collaterally in addition to their regular duty assignments. These units are described in 2.1.28 – 2.1.32.

2.1.32 SWAT TEAM

- A. The main objective of this team is the protection of the citizens of this Town, the police personnel responding to such incidents, and the subject(s) involved. The ultimate goal and purpose of this team is the protection of life. In this effort, the team will use all tactical ability available.
- B. Typical uses for the SWAT Team are:
 - 1. High Risk Search Warrants
 - 2. Barricaded Subject(s)

3. Subject(s) with Hostage(s)
4. Suicidal Person(s)
5. Special Situations
6. Narcotics Transactions

2.1.33 HOSTAGE NEGOTIATION TEAM

The Jupiter Police Department will deploy specially trained negotiators to those situations wherein a subject is barricaded and may reasonably be expected to possess deadly weapons and/or present a danger to him/her self or others or where hostages are being held.

Negotiators will make every effort to bring such situations to a safe resolution, however the Jupiter Police Department recognizes that not all negotiations will be successful due to choices made by the hostage taker or barricaded person and that tactical options may be necessary to minimize harm or loss of life.

2.1.34 UNDERWATER RECOVERY TEAM

The Underwater Recovery Team has primary responsibility for providing assistance to the Patrol Bureau and Criminal Investigations as it relates to conducting search & rescue operations and the recovery of evidence.

2.1.35 PUBLIC INFORMATION

The Department's Public Information Officers serve as a central source of information for the release of information by the Department and respond to requests for information by the news media and the community (see General Order 22.1, Police-Media Relations).

The Public Information Officers are available to: assist news personnel in covering routine news stories and at the scenes of incidents; assist the news media on an on call basis; prepare and distribute news releases; arrange for and assist at news conferences; coordinate and authorize the release of information about victims, witnesses, and suspects; assist in crisis situations within the agency; and coordinate the release of authorized information concerning confidential agency investigations and operations.

2.1.36 EXTRA DUTY ASSIGNMENTS

The Extra-Duty Assignment coordinator is responsible for coordinating requests from public, private, and commercial operations to assign police officers to law enforcement related part-time work, including traffic and crowd control, or duty requiring uniformed law enforcement presence.

2.1.37 CHAIN OF COMMAND

In the absence of the Chief of Police, the temporary command structure of the Police Department will be designated, in writing, by the Chief. Absent the Chief's written command structure designation, the normal chain of command will take effect pursuant to the Rank Structure identified in this general order.

2.1.38 ORGANIZATIONAL CHART

The Police Department Organizational Chart will be updated as changes occur, and will be made available to all personnel.

2.1.39 INTRA-AGENCY COMMUNICATIONS

Effective communications, coordination, and cooperation are key elements in any organizational function. Methods utilized will include, but not be limited to the following:

- A. The Chief of Police will hold staff meetings to include Division Commanders. The Chief may require other pertinent individuals to attend as appropriate.
- B. Supervisors will utilize briefings to relate pertinent information to members.
- C. Investigators normally attend patrol shift briefings, as needed. Attendance at these briefings should serve to enhance cooperation and permit the timely dissemination of information.
- D. A further exchange of information is accomplished memoranda, e mail, voice mail, bulletins, bulletin boards, face-to-face field exchanges and other means as may be deemed appropriate.
- E. Supervisory Approval of Emails
 - 1. Department wide emails containing operational procedures, intelligence information, or other information which may reasonably be determined to be of interest to other components of the Department must be approved by the employee's supervisor (Sergeant, Records Supervisor, etc.) prior to any further dissemination.
 - 2. The supervisor will review the email and, if necessary, forward it to the appropriate Executive Staff for approval of any operational changes prior to dissemination and to ensure the appropriate personnel are aware of the contents.
 - 3. Any member posting intelligence information will ensure that correspondence is also posted in the appropriate District News Group folder.
 - 4. Items of interest to the Department which are not related to law enforcement

will be posted to the Daily Announcements folder.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 2.2 - Principles of Organization

Subject: Principles of Organization

Issued: 09/98

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 2

PURPOSE

The purpose of this General Order is to establish and define the agency's policy on the span of control and unity of command.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

In the law enforcement profession, it is important that only one person be in direct command and control of each situation and that each member is supervised by only one supervisor. Unity of Command assures unity of effort by coordinating the actions of all forces toward a common goal. The Span of Control is determined by such factors as the complexity of tasks to be performed by subordinates, the separation of superiors from subordinates by time or geography, and the time required for other functions not related to supervision.

2.2.1 UNITY OF COMMAND

The organizational structure of the agency will provide clear cut channels of authority.

- A. Each member will be accountable to only one Supervisor at any given time.
- B. Only one Supervisor will be in direct command of an organizational component at any time.
- C. Every Supervisor, regardless of assignment, is responsible for taking action in emergencies requiring immediate supervisory attention.

2.2.2 SPAN OF CONTROL

Unless specifically authorized by the Chief of Police, the maximum span of control will be generally kept within an acceptable figure of 5-8 personnel.

2.2.3 COMMAND PROTOCOL

- A. Jupiter Police Department Supervisors will follow the principle of unity of command in that each member will be accountable to only one Supervisor at a given time. Only one person will be in direct command of each organizational component.
- B. Incident Command: An incident will be under the command and control of the division best suited to carry out the ultimate goal of the operation or incident. Only one person will be in complete command of each situation. Individual members or units assisting will operate within the procedures established for their own unit.
- C. Assuming Command Senior Rank
 - 1. To take full command of any situation, the member of senior rank must identify himself to the member then in charge and announce the intention to assume command.
 - 2. Assuming command will be undertaken only when a situation appears to be beyond the control of the member in charge, or if ordered to assume command by another member of senior rank.
- D. Assuming Command Junior Rank
 - 1. A member of junior rank may take command of a situation by identifying himself to the member then in charge and announce the intention to assume command.
 - 2. A junior rank member will assume command only when the member in command is unable to perform the duties due to some physical or mental condition.
 - 3. The junior member will document the incident in memorandum form and, as soon as possible, submit the memorandum through the Chain of Command to the Chief of Police.
- E. Command by Non Supervisory Members -Whenever more than one member is present at an incident scene and a Supervisor is not present, the member originally dispatched or assigned will be in charge unless specifically relieved.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 20.1 - Criminal Intelligence

Subject: Criminal Intelligence

Issued: 06/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 05/10

Signature: *Signature on File*

Revision #: 4

PURPOSE

The purpose of this General Order is to establish guidelines for the collection, distribution and maintenance of all intelligence information.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Within every law enforcement organization, it is an absolute necessity that certain information be maintained that is not obtainable through regular police channels on criminal activities and the persons involved. These files are not related to the records maintained by the Records Section, and are used as an aid in combating criminal conduct that presents a threat to the community.

It is the policy of the Jupiter Police Department to utilize intelligence information obtained by internal or external sources, in an effort to anticipate, prevent or monitor criminal activity. It is also the policy of this agency to actively, collect, verify, analyze, maintain and distribute intelligence information.

20.1.1 RESPONSIBILITIES OF ALL AGENCY PERSONNEL

- A. All Jupiter PD Personnel - While criminal intelligence responsibilities may be assigned to specific personnel within the Jupiter PD, all members are responsible for reporting information that may help identify criminal conspirators and perpetrators.
- B. Special Operations Division - Primary responsibility for the direction of intelligence operations; coordination of personnel; and collection, evaluation, collation, analysis, and dissemination of intelligence information resides in the Special Operations Division under direction of the Special Operations Division supervisor. Information gathering in support of the intelligence function is the responsibility of each member of the Jupiter PD although

specific assignments may be made as deemed necessary by the Special Operations Division supervisor.

20.1.2 TRAINING OF PERSONNEL

Sworn personnel will be trained on the procedures for collection and submission of intelligence, as contained within this directive, when they are assigned to the Operations Support Bureau while in the Field Training and Evaluation Program.

20.1.3 MAINTAINING LEGALITY AND INTEGRITY OF INTELLIGENCE

- A. In order to ensure that confidential informants are secure in their anonymity, the Special Operations Division will maintain a master file on informants as outlined in the General Order 17.6, Informants.
- B. Intelligence information collected will be limited to criminal conduct and activities that present a potential threat to the community, and meet legal and privacy requirements. These areas include but are not limited to:
 - 1. Organized Crime
 - 2. Subversive Activity
 - 3. Narcotics
 - 4. Vice Activity
 - 5. White Collar Crime
 - 6. Community Unrest
 - 7. Any Suspected Criminal Activity
- C. Intelligence information will not be collected or maintained if it is based solely on a person's:
 - 1. Support of unpopular causes;
 - 2. Race or ethnicity; or
 - 3. Religious and/or political affiliations.
- D. The following items or methods are used to assist with the gathering of criminal intelligence:
 - 1. Police Reports

2. Field Interview Reports
3. Be On Lookout Sheets (BOLOs)
4. Informants
5. Intelligence Meetings
6. Teletype Messages
7. Interdepartmental Information
8. Newspapers
9. Criminal Activity Bulletins
10. TIPS Documentation
11. Other Law Enforcement Officers

E. Receiving, processing and investigating vice, drug and organized crime complaints:

1. Complaints will be documented on an Intelligence Information Report and forwarded to the Special Operations Division supervisor.
2. The Special Operations Division supervisor will assign a Criminal Intelligence Report (C.I.R.) number and assign the case to a detective or the Street Crimes Unit.
3. If any criminal actions are found during the investigation and arrests are made, charges are filed, or the activity ceases/disperses as a result of the investigation, the incident will be given a standard case number and documented on an Offense Incident Report.
4. If no arrest is made or criminal activity cannot be established but the investigation has developed usable information, the report and all its contents will remain a CIR case number.

F. All intelligence information will be evaluated and reviewed for reliability and accuracy in content. Every effort will be made to judge the reliability of the sources of information and confirm all data whenever possible.

G. The intelligence files will be reviewed at least annually by the Special Operations Division supervisor, at which time a determination of investigative value will be made. Those files that are determined to be "Active Intelligence Information" will be maintained in the file. Information will be purged from the intelligence files if it meets at least one of the following conditions:

1. The information has been found to be incorrect;
2. The information is no longer relevant or necessary to the mission or objectives of the department;
3. The information has become obsolete, thus making it unreliable for present purposes, and the practicality of updating the data is not feasible;

4. The information cannot be used for any present or future strategic or tactical intelligence purpose.

H. The Special Operations Division supervisor will conduct an annual review of procedures and processes related to the collection and sharing of suspicious incidents and criminal intelligence information.

20.1.4 SAFEGUARDS AND DISTRIBUTION

- A. All collected intelligence information will be issued a Criminal Intelligence Report (CIR) number. The records will be secured in a locked filing system maintained in the Special Operations Division supervisor's or designee's office, separate from the department's central records function. Access to these files will be limited to the Chief of Police, the Special Operations Division supervisor or his designee. All records will be maintained in accordance with applicable Florida Statutes.
- B. Computerized intelligence information, if maintained, will be protected against unauthorized access.
- C. Intelligence information maintained by the Special Operations Division will be disseminated only upon request to valid law enforcement agencies.
 1. The release of any intelligence information will be made only after a complete review has been conducted and it has been determined that releasing the information will not jeopardize any on going criminal investigation.
 2. Intelligence information disseminated to and intended for law enforcement personnel will be clearly labeled and marked, "Confidential and Intended for Law Enforcement Use Only."
 3. The release of intelligence information will be in accordance to Chapter 119 of the Florida State Statutes.
 4. Intelligence received from outside agencies will be documented and maintained in the same manner as intelligence received from the public.
- D. The Chief of Police is notified of vice, drug, and organized crime investigations and/or operations by the Operations Support Commander or his designee, at the onset of the investigation and with every new critical development.

20.1.5 SECURITY AND RECORDS

- A. Authorized members engaged in the process of collecting, investigating and analyzing intelligence data will conduct such operations in an environment protected from inadvertent disclosure of information.

- B. It will be the responsibility of the Special Operations Division supervisor to determine that recipients of disseminated intelligence information have not misrepresented themselves, are authorized to make the request or receive the information, have a "need to know", and that all disseminations are accomplished in a manner which reflects compliance with state and federal laws.
- C. Verification of those receiving information may be established by:
 - 1. Credentials;
 - 2. Return phone calls,
 - 3. Known email address; and
 - 4. Requests on letterhead.
- D. Intelligence information files and records will be decentralized from other department records.
- E. Intelligence information files and records and their contents will be separately maintained and secured by the Special Operations Division supervisor.
- F. Retention, dissemination, or purging of intelligence files will only be done with approval of the Special Operations Division supervisor and in accordance with state law.
- G. Records of destruction will be completed and certified by the Special Operations Division supervisor when such files are purged or eliminated.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 20.2 - Crime Analysis

Subject: Crime Analysis	Issued: 04/03
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 12/07
Signature: <i>Signature on File</i>	Revision #: 2

PURPOSE

The purpose of this General Order is to establish procedures for the crime analysis function.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

Crime analysis is a function whereby current useful information is used to aid operational personnel in meeting their tactical crime control and prevention objectives. This is accomplished by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field interrogations and arrests.

POLICY

The Jupiter Police will assimilate and utilize crime analysis data on a full-time basis as a tool to identify and reduce criminal activity, to assist in resource allocation, and prioritize strategic objectives.

20.2.1 RESPONSIBILITIES AND DUTIES

- A. The Crime Analyst will be responsible for the crime analysis function, to include the following:
1. Collection of crime data;
 2. Collation of crime data;
 3. Analysis of crime data;
 4. Dissemination of analyzed crime information; and
 5. Feedback analysis and program evaluation.

- B. The agency's crime analysis function consists of a crime analyst who collects and analyzes data.
- C. The Crime Analyst will identify and analyze methods of operations on individual criminals, provide crime pattern recognition, and analyze data derived from field interviews and arrests.
- D. The Crime Analyst will process and examine data in an effort to identify and interpret criminal activity so that strategies may be developed to direct law enforcement services activities, relate individual suspects and vehicles to crimes, and support staff functions.
- E. The Crime Analyst will utilize, but not be limited to the following sources:
 - 1. Offense reports;
 - 2. Follow-up supplemental reports;
 - 3. Arrest affidavits;
 - 4. Field interview reports;
 - 5. Computer systems;
 - 6. Intelligence reports; and
 - 7. Other agencies.
- F. The Crime Analyst will identify similarities among different offenses and reveal commonalities and patterns in the characteristics of current crime problems.
- G. The Crime Analyst will aid in the comparison of specific crimes to those committed by subjects in custody.
- H. Crime Analysis Reports – Crime analysis reports will be used to develop operational tactics, crime suppression strategies and specialized deployment. They will also be utilized to determine developing crime patterns or trends. These reports will be forwarded to the Chief of Police and Division Commanders on a regular basis.
- I. Crime Analysis Reports may include the following factors:
 - 1. Frequency by type of crime;
 - 2. Geographic factors;
 - 3. Temporal and time factors;
 - 4. Victim and target descriptions;
 - 5. Suspect descriptions;
 - 6. Suspect vehicle descriptions;
 - 7. Modus operandi factors;
 - 8. Physical evidence information;
 - 9. Problem Oriented or Community Policing strategies; and
 - 10. Other factors may be addressed when appropriate.
- J. The Crime Analyst will prepare monthly reports documenting the frequency and

geographic distribution of selected crimes. An analysis of information concerning specific targeted situations will be displayed. The report may include, but not be limited to, the locations of crimes by type, times, days of the week, modus operandi, suspect information, victim and target descriptions, and property loss information. This information will be provided to Divisional Commanders who will determine what information needs to be forwarded to members within their span of control.

20.2.2 DISSEMINATION OF CRIME ANALYSIS INFORMATION

- A. The Chief of Police will be notified as soon as possible of crime trends or patterns which have an immediate impact on public safety.
- B. Crime analysis information will be disseminated to the appropriate units or persons on a timely basis and will include:
 - 1. Information which is relevant to the operational and tactical plans specific line units will be made available to the Patrol Bureau and Criminal Investigations.
 - 2. Information that is relevant to strategic plans of the department will be made available to the appropriate staff members.
 - 3. Information pertaining to tactical and strategic plans will be made available to all affected units.
- C. When authorized by the Chief of Police, appropriate crime analysis information may be disseminated to the media to enhance public information and generate public support.
- D. Approved crime analysis information may be distributed to other components of the criminal justice system, as appropriate.
- E. Information concerning operational needs and procedures will be carefully controlled to maintain security and confidentiality.

20.2.3 PROGRAM EVALUATION

Reports disseminated by the Crime Analysis function solicit feedback from all recipients of the crime analysis information on a continual basis. This information is used to improve the crime analysis system delivery, content, and effectiveness.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 21.1 - Community Service Officer

Subject: Community Service Officer

Issued: 04/02

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 05/15

Signature: *Signature on File*

Revision #: 4

PURPOSE

The purpose of this General Order is to establish guidelines for the duties and responsibilities of the Community Service Officer position.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Community Service Officer (CSO) is a paraprofessional civilian position that will be responsible for providing operational support services and assistance to the various divisions within the Jupiter Police Department. CSOs will help alleviate the necessity for assignment of certain incidents and responsibilities to sworn police officers.

21.1.1 SELECTION, QUALIFICATIONS AND TRAINING

- A. Community Service Officers (CSOs) will be required to meet the same standard requirements as those outlined in General Order 9.2, Application and Selection Process.
- B. Applicants for this position must meet the following minimum requirements:
 - 1. Minimum of 18 years of age.
 - 2. High School Graduate or equivalent (G.E.D.)
 - 3. Possess a valid Florida Driver's license.
 - 4. Not have been charged or convicted of any felony or serious misdemeanor.
 - 5. Successfully pass an extensive background investigation.

6. Successfully complete a truth verification examination (CVSA), medical examination including a drug screen, and psychological examination, following a conditional offer of employment.
 7. Complete a one year probationary period after the date of hire.
- C. CSOs will receive both on the job and formalized field training. Field training will be coordinated by the Training Coordinator and will be carried out by Field Training Officers. Field Training Officers will emphasize the types of incidents handled by the CSOs, along with Departmental Policies and Procedures and Rules and Regulations.

21.1.2 DUTIES AND RESPONSIBILITIES

- A. Community Service Officers will perform a variety of paraprofessional duties in support of the various divisions of the Jupiter Police Department, maximizing services to the public, in non-hazardous situations. These duties may include the preparation of incident reports; preliminary investigations; minor crash investigations not involving injuries; parking enforcement; community contacts; traffic control and direction, including school crossings; enforcement of code violations; the delivery of messages and paperwork; conducting fingerprints; assisting in the maintenance of fleet vehicles; and any other duties as designated by the Patrol Bureau Major.
- B. The responsibility for and the administration of the Community Service Officer is delegated to the Patrol Bureau Commander or his designee. Duty hours are subject to change when necessary to meet the needs of the Jupiter Police Department in accomplishing its mission.
- C. If the complainant of any incident that is being handled by a Community Service Officer requests a police officer, the Community Service Officer will immediately request an officer. The responding officer will then handle the call.

21.1.3 UNIFORMS AND EQUIPMENT

- A. The CSO uniform will be approved by the Chief of Police and will be clearly distinguishable from that of a sworn officer.
- B. Every Community Service Officer will receive the following pieces of clothing and equipment as an initial issue:
1. Clothing
 - 2- Short sleeved royal blue polo shirts
 - 4 - Short sleeved light blue shirts
 - 1 - Long sleeved light blue shirt
 - 4 - Pairs of dark blue pants
 - 1- Pair of dark blue shorts

- 1 - Heavyweight jacket
- 1 - Set of rain gear
- 1 - Baseball cap, black
- 1 - Clip on tie, black
- 1- Set collar brass

2. Equipment

- 1 - Duty belt/under belt/belt keepers
- 1 - ballistic vest
- 1 - CSO badge
- 1 - whistle and chain
- 1 - name tag
- 1 - aerosol restraint and holder
- 1 - reflective traffic vest
- 1 - report holder
- 1 - citation holder
- 1 - CPR pocket mask
- 1 - portable handheld radio
- 1 - portable radio holder
- 1 - battery pack
- 1 - radio charger
- 1 - leather radio case
- 1 - earphone
- 1 - shoulder mic w/ antenna
- 1 - flashlight, charger, holder, traffic wand
- 1 - safety glasses
- 1 - pair of gloves
- 1 - thumbprint pad
- 1- fingerprint kit
- 1 - flag pin and 2 - accreditation pins (CFA & CALEA)
- 1 - DNA Kit
- 1 - Surefire light, holder, cone
- 1 - Camelpak
- 1 - water spray bottle
- 1 - ID access card
- 1 - Florida Law Enforcement Handbook
- 1 - traffic template
- 1 - street locator or map book

C. The CSO uniform will, at all times, conform to the Departmental directives concerning uniform requirements, contained in General Order 9.7, Uniforms and Equipment.

21.1.4 RESTRICTIONS ON THE USE OF THE CSO'S

Because CSOs are not armed or as fully trained as sworn officers, and do not have any arrest

powers, the following restrictions of duties are necessary:

- A. Under no circumstances will a CSO be dispatched to or respond to any crime in progress calls.
- B. Since CSOs have no general arrest powers, they will not attempt to make any physical arrests.
- C. If a situation arises where a physical arrest is indicated, a sworn police officer will be dispatched to the scene as a priority.
- D. Under no circumstances will a CSO be dispatched to any disturbance calls involving confrontations between individuals, such as family disturbances, neighborhood disputes, etc.
- E. Under no circumstances will CSOs be allowed to use physical force in the performance of their duties, except as a last resort in self defense.
- F. CSOs are not authorized to make traffic stops, nor may they respond to any calls "Code 3" (lights and siren).

21.1.5 USE OF AUTHORIZED WEAPONS

- A. CSOs will carry only chemical agents approved by the Jupiter Police Department.
- B. Only personnel trained in the use of aerosol irritants are authorized to carry and use these weapons in the performance of their duties and only in a way which is consistent with their training.
- C. CSOs will be required to attend a four (4) hour training class in the use of chemical agents as taught by certified agency instructors, before being authorized to carry such while on duty.
- D. CSOs will attend biennial refresher training in the use of chemical agents.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 22.1 - Police-Media Relations

Subject: Police-Media Relations	Issued: 03/92
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 7/18
Signature: <i>Signature on File</i>	Revision #: 8

PURPOSE

The purpose of this General Order is to establish guidelines for the release and dissemination of public information to the news media. This General Order is to assist members of the Jupiter Police Department in making news releases and providing cooperation and assistance to news media representatives.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

It is the policy of the Jupiter Police Department to cooperate fully and impartially with authorized news media representatives in their efforts to gather factual, public information pertaining to activities of the Department, as long as these activities do not unduly interfere with departmental operation, infringe upon individual rights, or violate the law.

DEFINITIONS

News Media / News Media Representatives - Individuals who are directly employed by agencies of the electronic or print media, such as radio, television, and newspapers. Freelance workers in this field are to be regarded as other members of the general public unless otherwise designated by the Chief of Police.

Public Information - Information that may be of interest to the general public regarding policy, procedures, or events involving the Police Department or other newsworthy information that is not legally protected, does not unduly interfere with the mission of the Department, infringe upon the rights of a defendant, or compromise the legitimate safety and privacy interests of officers, victims, witnesses, or others.

Public Information Officer (PIO) - The Department's PIO is a member of the Chief's Executive

Staff and serves as a central source of information for releases by the Department and responds to requests for information by the news media and the community.

22.1.1 DUTIES OF THE PIO

The Department's PIO is available to:

- A. Assist news personnel in covering routine news stories and at the scenes of incidents;
- B. Assist the news media on an on call basis;
- C. Prepare and distribute news releases;
- D. Arrange for and assist at news conferences;
- E. Coordinate and authorize the release of information about victims, witnesses, and suspects;
- F. Assist in crisis situations within the agency; and
- G. Coordinate the release of authorized information concerning confidential agency investigations and operations.

22.1.2 COOPERATION WITH THE MEDIA

- A. Authorized news media representatives will have reasonable access to the PIO, the Chief of Police or his designee, and operations of the Department as governed by this policy. When information must be denied to a media representative, the basis for that denial will be fully and courteously explained.
- B. The Jupiter Police Department involves the news media in the development of changes in policies and procedures relating to the public information function by attending public information co op meetings. The meetings are attended by public information spokespersons and news media representatives who meet to address public relations issues.
- C. The Jupiter Police Department recognizes authorized identification from all local, national, and international news organizations. Failure of media personnel to present authorized identification may provide grounds for restricting access to requested information or to incident scenes.
- D. Public information will be released to the media as promptly as circumstances allow, without partiality and in as objective a manner as possible.
- E. Public information may be provided to media representatives by telephone if the identity of the representatives is known or can be authenticated.

- F. Ranking officers at crime or incident scenes may release information of a factual nature to the media as governed by this order or refer the inquiry to the PIO. Where the officer is unsure of the facts or the propriety of releasing information, he/she will refer the inquiry to the PIO.
- G. Written press statements will be released only following approval of the Department's Chief of Police or his designee.
- H. The Department's Communications Center will inform the Platoon Supervisor as soon as possible upon receipt of information about events or activities that may have media interest.
- I. The Platoon Supervisor will be responsible for ensuring that the PIO or Chief of Police is notified of events that may have media interest.
- J. In the event a written press release is not completed, the Platoon Supervisor will ensure all relevant information concerning the incident is sent to the Town Manager, Assistant Town Manager, Town Council, Chief of Police and the PIO via department e-mail prior to the conclusion of their assigned shift.

22.1.3 ONGOING INVESTIGATIVE INFORMATION

From the initial stage of a criminal investigation until the completion of trial or disposition without trial, police personnel will refer all requests for information to the Chief of Police or his designee.

- A. Information that **may be released** in connection with an investigation of an event or crime includes:
 - 1. The type or nature of an event or crime.
 - 2. The location, date and time, injuries sustained, damages, and a general description of how the incident occurred.
 - 3. Type and quantity of property taken unless the information could interfere with the investigation.
 - 4. The identity and approximate address of a victim with the exception of juvenile victims and sex crime victims and, in other cases, where reprisals or intimidation may be employed.
 - 5. Requests for aid in locating evidence, a complainant, or a suspect.
 - 6. Numbers of officers or people involved in an event or investigation and the length of the investigation.

7. Name of the officer in charge of a case, his/her supervisor, and division or unit assignment (exception: the name of any undercover officer will not be released).

B. Information that **may not be released** in connection with an investigation of an event of crime, unless authorized by the Chief of Police or his designee, includes:

1. The identity/ photograph of a suspect prior to arrest unless such information would aid in apprehending the suspect or serve to warn the public of potential danger.
2. Prior criminal record, character, or reputation of the accused.
3. The identity, testimony, or credibility of a prospective witness.
4. The identity of any victim of a sex crime or any related information which, if divulged, could lead to the victim's identity.
5. The identity or personal information of victims or witnesses if such disclosure would prejudice an investigation to any significant degree, or if it places the victim in personal danger.
6. The identity of any juvenile who is a suspect or defendant in a case subject to the jurisdiction of the juvenile court.
7. The identity of any critically injured or deceased person prior to notification of next of kin.
8. The results of any investigative procedures such as lineups, CVSAs, fingerprint comparison, ballistics test, or other procedures (the fact that these tests have been performed may be revealed without further comment).
9. The existence of any confession, admission of guilt, or statements or refusal of statements made by a suspect.
10. Opinions of agency members regarding the the guilt or innocence of the accused or merits of the case.
11. Information which, if prematurely released, may interfere with the investigation or apprehension such as the nature of leads, specifics of an "MO," details of the crime known only to the perpetrator and the police, or information that may cause the suspect to flee or more effectively avoid apprehension.
12. Information that may be of evidentiary value in criminal proceedings.
13. Specific cause of death unless officially determined by the Medical Examiner.
14. Information regarding an investigation when the accused is a member of the

department.

15. The home address or telephone number, spouse's name, name or location of spouse's employment, name of children or name or location of any school attended by children of any current or former department member.
16. Information regarding the details of any internal affairs investigation shall not be released until the investigation is concluded.
17. Information received from other agencies without their concurrence for release.

22.1.4 ARREST INFORMATION

A. After arrest, issuance of an arrest warrant, or indictment, **it is permissible** to release:

1. The defendant's name, age, residence, occupation, and family status;
2. The time and place of arrest, whether pursuit or resistance was encountered, whether weapons were used, charges placed against the suspect, and description of contraband seized;
3. The identity of the arresting officers and the duration of the investigation unless the officers are engaged in undercover operations; and
4. The amount of bond, scheduled court dates, and place of detention.

B. After arrest and formal charging of a suspect but prior to adjudication, the following types of information **should not be released** without express permission of the Chief of Police:

1. Prior criminal conviction record, character, or reputation of a defendant;
2. Existence or contents of any confession, admission, or statement of a defendant or his failure or unwillingness to make a statement;
3. Performance or results of any tests or a defendant's refusal or failure to submit to tests, such as a polygraph;
4. Identity, statement, credibility or expected testimony of any witness or victim;
5. Any opinion about the guilt or innocence of a defendant or the merits of the case;
6. Any opinion or knowledge of the potential for a plea bargain or other pretrial action.

22.1.5 MULTI-AGENCY NEWS RELEASES

A. In situations where more than one agency is involved in a mutual effort, the agency having

primary jurisdiction will be responsible for releasing and coordinating the release of information. The term 'agency' refers to all public service agencies.

- B. In the event that the Jupiter Police Department has primary jurisdiction in a mutual effort, the member of the department involved in the release of information to the news media will coordinate with the Public Information Spokesperson of the other agencies.
- C. The Public Information Officer or designee will coordinate with the Public Information Spokesperson of the Palm Beach County Fire Rescue Department concerning the release of any information regarding a fire, first aid incident or other incident involving a joint response with the Palm Beach County Fire Rescue Department.

22.1.6 SPECIAL CONSIDERATIONS - CRIMINAL MATTERS

- A. Departmental personnel will extend every reasonable courtesy to news media representatives at crime scenes. This may include closer access of personnel and equipment than available to the general public to the degree that it does not interfere with the police mission or the movement of traffic.
- B. The news media will not be allowed access to any area or scene of an incident or crime where there is a possibility that evidence may be damaged, altered, destroyed, or otherwise prejudiced by its existence being published or portrayed.
- C. Once evidence has been processed, removed, and secured by the Department, the media may be allowed to enter by permission of the commanding officer at the scene.
 - 1. On private property, photography, film, or videotape recording requires the permission of the owner or the owner's representative.
 - 2. Suspects or accused persons in custody will not be posed or arrangements made for photographs, telecasts, or interviews, nor will departmental personnel pose with suspects or accused persons in custody.
 - 3. When an individual is charged with a criminal offense and is sought by law enforcement authorities, photographs, or mug shots may be released to the media to help locate the individual. No departmental photographs, mug shots, video tape, film, or composites of subjects in custody will be released otherwise to the media unless authorized by the Chief of Police or authorized designee.
- D. At the scene of major crimes, such as hostage and barricade situations, the officer in charge will designate a preliminary news media area as early as possible and as close to the scene as safety and operational requirements allow.
- E. The fact that a suicide or suspected suicide has occurred may be reported to the media, along with factual information describing how it happened.

1. The name, age, address, sex, and occupation of the victim may also be released following notification of next of kin.
2. The fact that a suicide note exists may also be acknowledged without further comment. The content of such notes is personal and confidential and will not be released except as provided by law.

22.1.7 SPECIAL CONSIDERATIONS - NONCRIMINAL MATTERS

- A. At the scene of significant accidents, man made or natural catastrophes, the principles of media cooperation will be maintained to the degree that they do not interfere with the mission of the police, fire, medical, or other emergency relief workers.
- B. Media access to and movement within fire lines will be controlled by the fire officer in charge. In consultation with the fire officer in charge, the ranking police officer at the scene will establish an observation point from which the media may observe and photograph the incident.
- C. At the discretion of the officer in charge, an inner perimeter may be established for the media from which to record the event.
- D. News media representatives should not be prevented from access to any area solely because of the possibility of their injury or death. If this is the only consideration, the media representative should be advised of the danger and allowed to make the decision to enter on his/her own volition.
- E. Sensitive information relating to internal investigation of police officers will not be released without the express permission of the Chief of Police.
- F. Daily administration reports of criminal activity will be made available on a routine basis to media representatives. Statistical reports of criminal activity will also be made available to the media.
- G. Media representatives will be denied access to the contents of investigative or incident reports and records where release of the information would:
 1. Interfere with law enforcement proceedings, including pending investigations;
 2. Deprive a person of the right to a fair trial or an impartial adjudication, or give one party to a controversy an undue advantage by exclusive access to such information.
 3. Constitute an unwarranted invasion of the personal privacy rights of another person;
 4. Reveal the identity of an individual who has furnished information to the Department under confidential circumstances;

5. Disclose investigative techniques and procedures, thereby impairing future effectiveness of the Department; or
6. Endanger the life or physical safety of any person.

22.1.8 AUTHORITY AND RESPONSIBILITY

A. **Role of Communications Section** - The Communications Section is responsible for:

1. Obtaining necessary information from the officer on the scene or the scene commander.
2. Forwarding available information to the Platoon Supervisor.
3. Directing news media to the proper authority when more detailed information is requested than is available to the Communications Section.

Note: *This would occur normally in a time frame several hours after an incident and would usually involve members of the print media who require greater detail to prepare their reports than do electronic media.*

4. Releasing information to the media (either in bulletin or log entry form) when requested to do so by a supervisor or the PIO.

B. **Role of Platoon Supervisory Personnel** - It is the responsibility of the platoon supervisors to:

1. Inform the PIO of significant changes in operations, procedures, and personnel.
2. Inform the PIO in writing of any newsworthy information concerning promotions, projects, programs, or other activities in advance of effective dates when reasonably possible.
3. Place a copy of any press releases in the PIO's mail box for future reference.

22.1.9 PUBLIC AFFAIRS COMMITTEE

- A. The Public Affairs Committee will be responsible, with the assistance of the Town's External Affairs Manager, for the maintenance and layout of the Jupiter Police Department's Web site. Department employees are encouraged to provide the Public Affairs Committee with notices of updates and changes to Web site content.
- B. The Public Affairs Committee is tasked with aiding the Chief of Police with crime prevention campaigns, internal and external communication via memos, monthly/quarterly newsletters, speaking points, news releases, and the Department Web site. The Public Affairs Committee will maintain awareness of community/area issues in

order to identify and address potential situations.

C. Communication Channels

1. Utilizes various integrated channels of communication to maximize the distribution of information to all audiences of the Town. These include, but are not limited to: printed brochures, posters, fliers, newsletters and booklets; online web pages, websites, e-newsletters, emails, and social media methods; direct mail; print, TV, and online advertising; video and TV broadcast; live presentations, speeches, and appearances.
2. Leverages distribution methods across departments and partners with other groups and agencies to maximize distribution reach.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 23.1 - Traffic Crash Investigations

Subject: Traffic Crash Investigations	Issued: 01/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 08/15
Signature: <i>Signature on File</i>	Revision #: 7

PURPOSE

The purpose of this General Order is to establish procedural guidelines and standards for officers charged with the investigation of traffic crashes and assisting the public with related traffic matters.

SCOPE

This General Order applies to all Jupiter Police Department personnel authorized to investigate traffic crashes.

POLICY

The Jupiter Police Department will investigate and report traffic crashes occurring within the jurisdictional boundaries of the Town of Jupiter. Investigations will be conducted as expediently and thoroughly as possible with emphasis on courtesy and assistance to all involved parties.

DEFINITION

Traffic Homicide Investigator (T.H.I.) – In order to qualify as a THI, an officer must obtain certifications in both “At Scene Traffic Crash/Traffic Homicide Investigation” and “Advanced Traffic Crash Investigation” courses that are recognized in the state of Florida. Traffic Officers who are assigned as a THI are required to remain on a rotating THI recall list as part of their duties.

23.1.1 TRAFFIC CRASH RESPONSE

- A. Traffic crash reporting and investigation will be the primary responsibility of the Traffic Officers. Should Traffic officers not be available, this responsibility will be handled by the Patrol Bureau. In any instance, this Department will direct one or more officers, as appropriate, to respond to the scene of any traffic crash reported to involve any of the following:

1. Death or injury;
 2. Property damage;
 3. Hit and run;
 4. Impairment due to alcohol or drugs;
 5. Hazardous materials;
 6. Damage to public vehicles or property;
 7. Disturbances between principles;
 8. Major traffic congestion as a result of the crash; and
 9. Damage to vehicles to the extent towing is required.
- B. In a traffic crash involving death or serious injury, where the severity of the injury is such that death is likely, a Traffic Homicide Investigator will be responsible for the entire scene and the investigation.

23.1.2 RESPONSIBILITIES OF THE FIRST RESPONDING OFFICER AT THE SCENE OF A TRAFFIC CRASH

- A. Immediately upon arrival, the first officer at the scene will check for injuries, fire hazards, hazardous materials, and/or electrical wires down, and will summon the appropriate fire/medical/utility assistance.
- B. The officer will provide emergency medical aid and fire suppression services until fire/medical personnel arrive. At a crash scene where there is personal injury or the imminent threat of injury, actions to deal with the injury/threat will take precedence over other duties. Injured persons will not be transported in Department vehicles unless authorized by the Shift Supervisor.
- C. In the case of hazardous material incidents, the officer will isolate the hazard area, evacuate nonessential personnel and conduct "hazmat" assessment by identifying the vehicle and container placards and informing the Communications Center as established in General Order 16.7, Hazardous Materials Response.
- D. The officer will park his/her marked vehicle in such a manner as to protect the scene, preserve evidence and protect the public, but not in such a manner that would create an additional traffic hazard. Overhead emergency lights will be activated, along with the emergency flashers and directional arrows.
- E. A safe traffic pattern around the scene of the crash should be established as soon as

possible. Additional officers should be summoned for traffic control if needed. Reducing traffic flow to a single lane, detouring traffic around the crash scene should be considered to reduce the impact on the flow of traffic.

- F. If items of evidentiary nature need to be collected or if photographs and measurements need to be taken, and the investigating officer does not have the necessary equipment to perform the function, the Shift Supervisor may summon a Traffic Homicide Investigator to the scene of the crash. Collection and preservation of the evidence are governed by General Order 17.16, Collection, Preservation and Submission of Evidence.
- G. Witnesses to the crash need to be contacted and interviewed as soon as possible. Names, addresses, telephone numbers and written statements if needed will be obtained. All pertinent information required to complete the traffic crash report should be recorded at the scene of the crash by the investigating officer.
- H. Vehicles involved in traffic crashes and their debris should be removed from the roadways as soon as the investigator can permit their removal. The rotation wrecker service or towing company requested by the drivers involved should remove debris from the scene as soon as possible.
- I. In the event that there is a fatality or potentially fatal injury involved in a crash, officers at the scene will make every effort to leave the scene, including vehicles, undisturbed until a traffic fatality investigator arrives.

23.1.3 CRASH INVESTIGATION AND REPORTING

- A. The Department will meet or exceed all requirements set forth in Florida State Statutes 316.065, 316.066 and 316.068.
- B. The first or assigned officer arriving on the scene of a crash will be in charge of the investigation unless relieved by a Traffic officer. The officer responsible for the on-scene investigation will issue citations or make criminal arrests as applicable.
- C. Guidelines for investigations and reporting of traffic crashes will be as follows:

Traffic crashes occurring on State and County Highways or local streets, inclusive of public access areas and Private Property, will be investigated and reported on approved DHSMV forms.

- 1. Long Form Crash Report (DHSMV form 90010S/Rev 10/10) will be completed on all crashes that involve:
 - a. Death, injury or possible injury.
 - b. Hit and Run Crash of an occupied vehicle.

- c. Driving Under the Influence of Alcohol or Drugs.
 - d. Vehicle(s) which have been rendered inoperable to a degree that requires them to be towed from the scene of the crash.
 - e. Commercial motor vehicles.
 - f. In all cases requiring a Long Form Crash Report, a Driver Exchange of Information (DHSMV form 90011S, with the Driver Exchange of Information box checked to reflect same) will be completed and each involved party will be given a copy.
2. Short Form Crash Report (DHSMV form 90010S, with the Short Form box checked to reflect same) will be completed on all other crashes that involve:
- a. All other type crashes not required to be reported on a Long Form Crash Report.
 - b. Hit and Run Crash, Unoccupied (Attended, suspect info available).
 - c. No Injuries.
 - d. Damage to any vehicle (s) or property (inclusive or separate) amounting to \$500 or more, provided the vehicles are not towed from the scene.
 - e. Any traffic related felony or misdemeanor violations not requiring a long form report.
 - f. As DHSMV form 90011S is a single copy form, each involved party will complete the appropriate section of the form according to their involvement in the crash. Forms will then be exchanged to satisfy the Driver Exchange of Information requirement.
 - g. Officers are required to complete all sections of the form to include the Narrative section. The Diagram section is not required to be completed on a Short Form crash report.
3. Driver Report of Traffic Crash (DHSMV form 90011S with the Driver Report of Traffic Crash box checked to reflect same) will be given to involved parties when:
- a. Reported crash is not reportable on a Long Form or Short Form crash report.
 - b. Damage to any vehicle (s) or property (inclusive or separate) is less than \$500.
 - c. Hit and Run Crash, Unoccupied (Unattended, no suspect info available)

- d. Completed Driver Report of Crash forms should not be submitted to the records department.
- D. Officers will take appropriate enforcement action whenever their investigation of a traffic crash reveals existing evidence to satisfy all elements of a particular violation. Such existing evidence may include:
 - 1. Third party (witnesses).
 - 2. Physical evidence which can be corroborated by expert testimony.
 - 3. Admission of guilt following Miranda warning.
- E. The Department recognizes that during the investigation of any traffic crash extenuating circumstances may be present which would preclude the officer from taking enforcement action. In such instances, the investigating officer should be prepared to articulate his/her reason(s) for not citing the violator.
- F. Parking lots which are open to the general population are not considered to be private property in the context of crash investigations. They carry the same rules and regulations as public streets and highways.
- G. Officers will conduct private property crash investigations in the same manner as a crash occurring on public property. The exceptions are only in the fact that speed and traffic control violations are not enforceable if the signs are not erected as required by law.

23.1.4 COLLECTION OF INFORMATION

- A. When, due to the nature and circumstances of the crash, a traffic crash investigation is to be conducted, it may be appropriate to obtain the following types of information/evidence:
 - 1. Photographs (of the final positions of the vehicles, damage to vehicles, and results of the crash on the roadway), such as tire marks, debris, and damaged objects.
 - 2. Preliminary field examinations of specific vehicle components (for failure or damage).
 - 3. Preliminary matching of vehicle damage (to the damage of other vehicles and other objects, and to marks on the road).
 - 4. Skid tests.
 - 5. Observations of visibility and view obstructions.
 - 6. Trip plans of each driver or pedestrian involved.

7. Events, maneuvers and anticipated actions just prior to collision.
8. Accurate descriptions and measurements of all vehicle damage, marks on roadway, final positions of vehicles, and debris.
9. Identification and preliminary statements from drivers and witnesses.
10. Any other information related to the crash that may be necessary to ensure the completeness of the investigation.

B. Crashes that are not investigated, but do warrant reporting, require less information, typically including:

1. Events, maneuvers and anticipated actions just prior to collision.
2. Accurate descriptions of all vehicle damage, marks on roadway, final positions of vehicles, and debris.
3. Identification and preliminary statements from drivers and witnesses.
4. Any other information related to the crash that may be necessary to ensure the completeness of the report.

C. All such information must be collected in a fashion that ensures accuracy and admissibility. Further, the information must be obtained in a fashion that permits tabulation according to standard classifications, to support planning and coordinated crash prevention programs both within the Department and in cooperation with other agencies/jurisdiction. This is accomplished through the use of state supplied crash report forms. Major activities associated with the collection of information at traffic crash scenes typically include:

1. Interviewing principals and witnesses.
2. Examining/recording vehicle damage.
3. Examining/recording effects of crash on the roadway.
4. Taking measurements, as appropriate.
5. Taking photographs, as appropriate.
6. Collecting/preserving evidence.
7. Exchanging information among principals

D. Questioning Drivers and Witnesses:

1. Officers will question drivers and witnesses separately, and individually, concerning the traffic crash. Tape recording devices, if available, may be used during questioning. Officers are encouraged to use proper note taking procedures while collecting these statements. Officers will discourage drivers and witnesses from discussing the crash amongst themselves.
2. In minor traffic crashes, which are reported, and also at the scene of more serious crashes requiring investigation, the questioning takes place at the scene. In fatal investigations, as well as crashes requiring follow-up investigations, the process should take place at a more suitable location, preferably departmental facilities.
3. Officers will question drivers and witnesses as soon as practical following the crash. However, the questioning may be delayed until the person has received medical attention, regained emotional stability, or attended to other urgent personal business.
4. The investigating officer should be aware of the importance of crash scene evaluation and should place the questioning process at a suitable point in the evaluation of the crash.
5. When questioning drivers and witnesses, officers will be objective and exhibit emotional stability, professional attitude and demeanor, and avoid conflict, profanity and sarcasm.
6. When questioning drivers, officers will be alert to any physical or emotional impairment (temporary or permanent) which may have affected the person's driving ability. This will include, in particular, being alert to evidence of alcohol and/or drug impairment.
7. Officers should question drivers relative to trip plan, emotional experience (e.g., aggravation with traffic during rush hour), point at which danger was first perceived, what driver was doing at that point, evasive action taken, and condition of vehicle prior to crash.
8. Witnesses will be questioned, when available, as to their exact location when they witnessed the crash, what they were doing at the time; what called their attention to the crash; and what they saw, heard, or performed in response.

E. Examining Vehicle Condition:

1. The tires will be checked for proper inflation, tread, and any indication of blowout. Sidewalls will be checked for recent scrapes, cuts, or marks, which indicate breaking, or a sideways sliding action of the vehicle. Wheels will be checked for recent damage, marks, and dents.
2. The lights of the vehicle will be checked to determine if they were ON or OFF during the crash, if they are functional, and the position of the switches.

3. The vehicle will be checked for proper visibility, including windshield and all windows, for evidence of any impairment to the driver. The glass will be checked immediately (short-lived evidence) for obscurity due to fogging or frost. The glass will also be checked for old cracks, discoloration, and stickers, which may have created view obstructions.
4. The interior of the vehicle will be checked for any loose materials that may have interfered with the driving ability of the driver.
5. Rear view mirrors will be checked for their presence, condition, and positioning.
6. The frame and body will be checked for any indication of alterations or damage to the frame, suspension, and steering mechanism.
7. The mechanical controls will be checked and their condition noted relative to the position of the gear shift lever, position of accessory switches, light switches, position of speedometer needle, proper operation of pedals, operation of horn, the presence and condition of seat belts, and the presence and condition of sun visors.
8. A significant challenge to the investigator is to determine whether deficiencies noted in the vehicle existed prior to the crash, contributed to the crash, were a result of the crash, or merely a circumstance which was present but not a contributing factor.
9. Investigators will also check the damage obviously sustained in the collision of each vehicle. A thorough examination and evaluation of the damaged area may coincide with other evidence and statements as to how the crash occurred.
10. The officer should also keep in mind that vehicle damage conditions are a very important aspect of evidence evaluation. This may be of significant importance in establishing the circumstances surrounding the crash and justifying prosecution for a violation. The officer should remember that any statements made in the course of a crash investigation are confidential by statute.
11. Any vehicle defects will be noted on the officer's crash report.

F. Examining Road and Weather Conditions:

1. Officers will note all conditions of the road, during the investigation, at the scene for inclusion in the crash report. In checking these conditions, officers will approach the scene from the same direction as each driver and from the same position in the roadway as the driver, if possible.
2. In examining the condition of the road, officers will be alert for any foreign substance on the surface (sand, loose gravel, oil, etc.), note the condition of the surface (dry, slippery, wet, etc.), note the markings for clarity of obscurity, note the grade and

super-elevation, width of each lane, alignment (offsets or narrowing), and the condition of the edge (rough, drop off, cracks).

3. Officers will check the road for any obstructions, which existed at the time of the collision, if possible. This includes parked vehicles, glare, background lighting, foliage, and structures (permanent and temporary).
4. Officers will check the control devices present, to include speed limit signs preceding the crash scene, presence, condition, size, and the proper functioning of traffic signal lights.
5. Officer will record any unusual weather conditions existing at the time of the collision to include rain, fog, etc.
6. Any of the above existing conditions will be noted on the crash report.

G. Taking Photographs:

1. The decision to photograph most crash scenes will be left to the discretion of the investigating officer with approval of the supervisor. In reaching the decision as to the need for photographs, the officer should consider the severity of the crash, the severity and nature of the injuries sustained and any other factors, which may require the use of such methods. Photographs will be taken of crashes involving city vehicles and other city property.
2. Officers taking photographs at crash scenes will be thoroughly familiar with the rules of evidence as they apply to photographic evidence and ensure the photographs taken meet approved standards.
3. Photographs will be taken of an overview of the crash scene with permanent fixed objects included to establish location.
4. Officer will take photographs from all angles establishing a 360 degree photographic coverage of the crash scene.
5. Photographs will be taken of short-lived and temporary evidence (tire marks, skid shadow marks, spillage from the vehicle, etc.)
6. Photographs will include close-up shots of physical evidence including marks on the roadway, impact damage to the vehicles, view obstructions, traffic control signs and signals (from the viewpoint of the driver), and skid marks.
7. Photographs will be submitted into Property/Evidence in accordance to General Order 17.16 - Collection and Preservation of Evidence.

H. Sketches and Measurements:

1. Sketches are useful in assisting the investigator and explaining the crash, and enable the investigator to reveal facts, to locate again any given point at the scene, and to prepare subsequently an accurate working scale drawing. When investigating crashes, officers should prepare such sketches as may be necessary and appropriate for these and other investigative purposes.
2. Crash diagrams will be completed whenever an officer is required to complete a long form crash report (DHSMV 90003).
3. Officers will begin the diagram by preparing a map containing the physical characteristics of the scene, pertinent contributing factors (view obstructions, control devices) and fixed points to be used as a base from which measurements will be taken.
4. The diagram will contain the information required by the State of Florida and set forth in the instruction manual for the approved crash report forms.
5. Measurements will be taken by the coordinate or triangulation systems of measurements for locating each item on the sketch. The diagram on all long form crash reports will contain the following information:
 - a. Location of each vehicle prior to point of contact.
 - b. Initial point of first contact.
 - c. Final resting point.
6. The diagram will be prepared to an approximate scale and will be drawn using standard mapping symbols. A traffic template will be used to prepare the diagram.

I. Exchanging Information Among Principals:

1. Officer will explain to drivers involved in the crash their individual responsibilities in reporting the crash, as necessary and appropriate.
2. Officer will assist the involved drivers in providing and obtaining pertinent information to/from the other involved drivers.
3. When the crash is reported on the short form crash report, the officer will provide each driver with a copy of the Drivers Exchange of Information.
4. When the investigating officer completes a long form report (DHSMV 90010S), the officer will provide each driver a copy of the Driver Exchange of Information.

A. Duties of On-Scene Officers:

1. When it is evident that death has occurred at the scene of a traffic crash, or the severity of injury is such that death is likely, the officer will notify the Shift Supervisor, who will notify the on call Executive/Command.
2. All fatality crashes or possible fatality crashes will be handled by a Traffic Homicide Investigator (THI).
3. If a THI is on duty, he will be notified and will respond to the scene of the crash and take over the investigation.
4. If a THI is not on duty, the shift supervisor will authorize call out of THI to handle the investigation.

B. Recall procedures for Traffic Homicide Investigators (THI) are as follows:

1. The on duty supervisor will notify the Communications Center to recall a Jupiter THI officer.
2. A Communications officer will identify the recall THI officer by looking for that officer's ID number posted on the recall board.
3. The identified THI officer will be contacted in the following order:
 - a. THI officer's home phone or cell phone will be contacted. If busy or no answer;
 - b. Page the THI officer using a personal or departmental issued pager number.
4. If no response is received after 5 minutes, repeat the above listed procedure again.
5. If no response is received within a total of 10 minutes, a Communications officer will identify the next recall THI officer from the THI rotation schedule memorandum located in the Communications information book.
6. This procedure will be repeated as often as necessary to identify a THI officer and confirm that officer's response.
7. In the event a Jupiter Police Department THI officer cannot be contacted, the supervisor may request assistance from another agency via the Palm Beach County Mutual Aid Agreement.

C. The officer at the scene of a traffic fatality has two immediate responsibilities: secure the scene and locate witnesses to the crash.

1. Securing the Scene - The officer will be aware of the importance of physical evidence

in a crash investigation. This importance is greatly magnified in a fatality investigation.

2. Without interfering with the treatment of the injured or other rescue efforts, the officer will secure the scene of the crash. The use of barrier tape, additional personnel, or police vehicle may be employed to ensure that physical evidence is preserved.
3. Traffic will be rerouted around the scene of the crash. If necessary, the road will be closed to traffic and appropriate detour routes selected.
4. All attempts to keep other vehicles out of the scene will be made.
5. Under no circumstances will the vehicles, bodies or other physical evidence be moved. Officers will NOT use paint, crayons, or other marking devices to deface the scene prior to the arrival of the Traffic Homicide Investigator.
6. Locating witnesses - The officer will attempt to identify and locate witnesses to the crash.
7. The officer will obtain their names, home addresses and phone numbers, and business address and phone number. The officer will ask witnesses to remain at the scene until the arrival of the Traffic Homicide Investigator. If possible, witnesses will be isolated from other bystanders and will be asked to refrain from discussing the crash.

D. Duties of the Traffic Homicide Investigator:

1. Upon arrival at the scene, the THI will assume command of the investigation.
2. The supervisor at the scene, or the officer in control, will brief the THI as to events that have occurred prior to his arrival:
 - a. Extent of injuries and identifying the injured or dead.
 - b. Extent of the scene, as known.
 - c. Location and identities of witnesses.
 - d. Scene preservation measures including traffic routing.
 - e. Identities, locations, and duties of other officers present at the scene.
3. The THI will initiate the investigation, following accepted practices and procedures. The investigation will consist of, but by no means be limited to, the following activities:

- a. Interviewing witnesses and arranging for formal statements.
- b. Examination of the roadway, vehicles, environmental factors, etc.
- c. Photography and collection of evidence as necessary.
- d. Preparation of the crash report and homicide report.
- e. Identification of the deceased and notification of the next of kin.
- f. Notification of the Medical Examiner's Office.
- g. Notification of other appropriate agencies (FHP, DHSMV, etc.)
 - a. Within 24 hours of the traffic crash, the THI will notify the Florida Highway Patrol and receive a county fatality number.
 - b. Within 24 hours of the fatality, the THI will fax to the Florida Highway Patrol, in Tallahassee, the traffic fatality report form (one-page form).
- h. Impounding involved vehicles for further inspection.

- 4. The THI will be provided adequate time to complete the homicide investigation. The investigation will be conducted during the THI's normal working hours, whenever practical.
- 5. The fatality report will be completed using the appropriate forms.
- 6. If upon the completion of the traffic homicide investigation it is determined that criminal charges will be filed, a copy of the report, along with a set of photo prints will be forwarded to the State Attorney's Office for review.
- 7. The State Attorney's Office will return an opinion based on the findings of the investigation, recommending criminal charges, an infraction, or recommending that no charges be filed. Additionally, instructions regarding the release of the reports, vehicles, etc. will be returned.

E. The THI's vehicle will be maintained, or have access to the following equipment and supplies:

- 1. Two rolls of crime scene tape
- 2. Two 100 ft. measuring tapes
- 3. Two cans of fluorescent paint
- 4. Line level and line (50 ft.)
- 5. Drag Sled
- 6. Rechargeable flashlight

7. Report Forms
8. Traffic Cones
9. Flares
10. Digital Camera
11. One (1) Jumpsuit/Coverall

23.1.6 OFF-SCENE RESPONSIBILITY AND DATA COLLECTION

- A. The collection of off-scene data will be the responsibility of the investigating officer on a case-by-case basis. This can include, but not be limited to:
 1. Medical reports
 2. Physician's reports
 3. Blood and other chemical tests
 4. Driver physical handicap(s)
 5. Vehicle mechanical inspections
 6. Drag factor tests
- B. The collection of off-scene data will depend upon the severity of the crash and the need for such data as determined by the investigating officer. In general, such collection should take place in order to substantiate criminal charges in a crash. Such charges are usually called for in serious injury or fatal crashes.
- C. Any officer who feels that there is a need for such data will be afforded the opportunity to collect it. This will be done with the approval of the officer's shift commander. Officers assigned as crash investigators, or Traffic Homicide Investigators may conduct such collection as part of their normal duties.
- D. If, due to manpower constraints, or other valid situations, a police officer is prevented from conducting the investigation, the officer will forward his request, along with any supportive documentation, to a Traffic Homicide Supervisor for follow-up.
- E. Upon completion of the investigation, the assigned Traffic Homicide Investigator will report the results to the original investigating officer.
- F. Formal reports for criminal charges arising from the crash will be prepared during the follow-up investigation, along with any supplemental or other required follow-up reports.

23.1.7 EXPERT / TECHNICAL ASSISTANCE AND FUNCTION

- A. Traffic officers, or other Department officers, will be utilized, as much as possible,

according to their expertise and training. Experts from outside the Department may be utilized. Those experts can include, but will not be limited to:

1. Reconstruction experts
2. Vehicle Inspection team
3. Traffic Engineering
4. Photographic personnel

- B. The above will be on a case-by-case evaluation as made by the Patrol Bureau Major.
- C. Any request for outside assistance will be accompanied by a justification for use of such resources and a list of recommended experts in the field. Included in the justification will be the expected benefits of the assistance and projected cost. All requests should be in support of criminal charges expected as a result of, or supported by, the use of such experts.

23.1.8 OFFICER'S RESPONSIBILITY FOR PROPERTY OF CRASH VICTIMS

- A. The officer at a crash scene will ensure that property belonging to the crash victim is protected from theft or pilferage.
- B. Should the owner/driver of a vehicle be unable to care for his vehicle or property, the investigating officer will, at his discretion, remove any property of apparent value and hold the property to be placed into evidence or be held for safe-keeping.
- C. All property removed from vehicles will be noted on a Property Voucher and submitted into evidence. Should the officer determine that items are not of any apparent value, the officer will note all items located inside the vehicle on the Vehicle Report Form.
- D. The officer should advise the tow driver of any property left inside the vehicle so that the tow driver can take proper precautions to safeguard the property, as well as the vehicle.

23.1.9 HIT AND RUN TRAFFIC CRASHES

- A. Officers investigating crashes involving a Hit and Run vehicle will adhere to the following investigative guidelines:
1. Upon arrival at the scene of the crash the officer will provide aid and/or summon emergency medical assistance to all injured persons, if necessary.
 2. The officer will then secure the crash scene to prevent contamination (death and serious physical injury) and route traffic around the scene.

3. As soon as possible, the officer will obtain information on the suspect driver, the vehicle involved, and the last known direction of travel from the other driver, and witnesses. The officer will then advise other units and communications of the suspect vehicle description. When appropriate, the Communications Center will relay the information to other law enforcement agencies by teletype and/or telephone.
- B. The officer investigating the crash will make all attempts to conduct a follow up investigation on the Hit and Run crash, by locating the suspect vehicle and driver, and issuing the appropriate citations and/or making an arrest.
1. If the crash report can be completed with all information, the officer will submit the completed report at the end of their tour of duty.
 2. If the investigating officer is unable to complete the investigation or close out the report with no information on the suspect vehicle or drivers during their tour of duty, the on duty supervisor will be notified and all supporting documentation will be submitted for storage until the officer returns to duty.
 3. The officer will then have twenty days to complete the investigation, or if needed will request additional time to conduct the investigation, and submit the completed Long Form report.

23.1.10 OPERATORS IMPAIRED BY ALCOHOL AND / OR DRUGS

Members investigating traffic crashes will make a concerted effort to detect and apprehend those persons suspected of driving under the influence of alcohol and/or drugs. Members will refer to General Order 23.5, DUI Enforcement, for guidance in handling DUI arrests.

23.1.11 CRASHES INVOLVING CITY / PUBLIC VEHICLES AND PROPERTY

All procedures in this area are governed by General Order 23.8, Motor Vehicle Crashes Involving Town Vehicles.

23.1.12 CRASHES INVOLVING HAZARDOUS MATERIALS

All procedures in this area will be governed by General Order 16.7, Hazardous Materials Response.

23.1.13 DISTURBANCE BETWEEN DRIVERS AT A CRASH SCENE

- A. Two officers will be dispatched to a traffic crash where a known disturbance between the drivers is occurring. A second officer should be requested by the officer on scene if a disturbance is in progress upon arrival or occurs after the investigation is in progress.
- B. Officers will separate the disputing parties and obtain all information necessary to complete the traffic crash report.

- C. Any criminal charges (Assault, Battery, etc.) stemming from the disturbance should be addressed appropriately upon completion of the crash investigation.

23.1.14 MAJOR TRAFFIC CONGESTION AS A RESULT OF A TRAFFIC CRASH

- A. Traffic crashes that cause a significant congestion problem, especially on State and County roadways (SR-706, SR-811, CR-809, SR-5, etc.), should be cleared from the roadway as soon as practical. Measurements and photographs needed in serious injury or fatal traffic crash investigations will require additional time to clear the roadway.
- B. Officers may request the Communications Center to contact Metro Traffic, and relay the congestion problem information to the local radio stations, who will inform motorists of roads or lanes being closed and alternate routes that can be taken to avoid the congested area.

23.1.15 TOWING OF DAMAGED VEHICLES AND PROPERTY CONTROL STANDARDS

All procedures in this area are governed by General Order 17.16, Collection, Preservation, and Submission of Evidence and General Order 23.6, Vehicle Impound & Towing.

23.1.16 USE OF EMERGENCY EQUIPMENT TO REGULATE TRAFFIC

Flares, traffic cones and barricades are available for use in order to protect the scene of a crash or temporarily detour traffic around the scene.

- A. Flares are most effective during hours of darkness. They can be used for alerting traffic, blocking off lanes of travel and marking lanes and rout traffic around the scene of a crash. They should be placed six to eight feet apart to provide optimum direction to motorists.
- B. Barricades, if needed, can be obtained from Public Works. Barricades will be used to block roadways, or in conjunction with traffic cones or road flares. When barricades are used to block roadways, an officer should be posted at the barricade to prevent vehicles from driving around them.
- C. Traffic cones are most effective during daylight hours. They can be used for alerting traffic, blocking off lanes of travel and marking lanes to reroute traffic around the scene of a crash. They should be placed six to eight feet apart to provide optimum direction to motorists.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 23.10 - Portable Breath Test Units

Subject: Portable Breath Test Units	Issued: 02/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 06/13
Signature: <i>Signature on File</i>	Revision #: 2

PURPOSE

The purpose of this General Order is to establish procedures for use of Portable Breath Test (PBT) unit.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

It is the policy of the Jupiter Police Department to discourage the consumption of alcoholic beverages by persons under the age of 21. This will be accomplished by enforcement of the "administrative suspension" law under Section 322.2616, F.S., and as often as possible, via the use of a preliminary alcohol screening test device.

23.10.1 RESPONSIBILITIES

- A. Operators: Only trained PBT operators will administer breath tests using PBT units. Operator responsibilities include:
1. Following applicable manufacturer procedures when conducting breath tests. (Manufacturer's procedures are included in every PBT storage case and on file with designated personnel.)
 2. Maintaining a log of all breath tests conducted with a PBT. (A copy of the log will be maintained for one year from the last date of entry.)
- B. Maintenance: PBT operator responsibilities include:
1. Conduct accuracy checks every 30 days per FDLE rules.

2. Calibrate PBT units as needed.
3. Complete service logs for maintenance done on each PBT.
4. PBT's should be checked prior to use to ensure proper functioning. PBT's found to be malfunctioning should be submitted for repair.

23.10.2 UNDERAGE DRINKER/DRIVER ENFORCEMENT

- A. General: F.S. 322.2616 makes it unlawful for a driver under the age of 21 having a breath alcohol level of .02 or higher, to drive or be in actual physical control of a vehicle.
- B. Driver Contact: Officers may detain and investigate an underage 21 driver for alcohol use as the result of the following:
 1. Traffic stop resulting from a law violation;
 2. Vehicle checkpoints;
 3. Traffic crash; or,
 4. Citizen contact (consensual encounter).
- C. D.U.I. Investigation: Officers will first conduct a DUI investigation to determine if the driver is legally impaired under F.S. 316.193. The investigation will be conducted according to General Order 23.5, DUI Enforcement.
- D. Underage Drinker/Driver: If probable cause does not exist that the underage 21 driver is violating F.S. 316.193, but the driver shows signs of alcohol use, the officer will investigate the driver under F.S. 322.2616. The investigation will include obtaining a breath test to determine if the driver's blood alcohol level is .02 or higher. The officer will:
 1. Request a trained PBT operator if he or she is not a certified operator.
 2. Observe the driver for a minimum of twenty minutes to ensure that the driver does not have anything in their mouth, or consume anything by mouth. If during the twenty minute observation period, the driver places anything in their mouth the twenty minute observation period will start over.
 3. Request that the driver submit to a breath test consisting of two PBT samples, provided two minutes apart from each other.
- E. Results (.02 or higher): Officers will seize the driver license and issue a Notice of Suspension if the two breath samples yield a breath alcohol level of .02 or higher. Since probable cause was not established for D.U.I. before using the PBT, breath test results that .08 or greater will not be used for a D.U.I. arrest. If the driver is not arrested for other

charges, the officer will issue appropriate citations, and:

1. The driver will not be allowed to drive and reasonable measures will be taken by the officer to ensure the safety of the underage driver and his or her vehicle.
 2. The officer will release the juvenile to his or her parent, guardian, or to a responsible adult above the age of 18, in accordance to General Order 18.1, Juvenile Operations.
- F. Test Refusal: Officers will read the implied consent warning to a driver that refuses the testing procedure or a second breath test. Further refusal will result in license suspension procedures.

23.10.3 DOCUMENTATION

- A. Suspension: Officers suspending the license of an underage drinker/driver will complete a Notice of Suspension packet by completing the following sections.
1. Affidavit of probable cause.
 2. Breath Test Result Affidavit for Underage 21 Suspensions.
 3. Affidavit of Refusal to Submit to Breath Test, if applicable.
 4. Notice of Suspension. A case number will be drawn and placed in the "Agency" area of the notice. (The notice will serve as a 10 day driving permit.)
- B. Distribution: Officers will forward all of the white copies of the Notice of Suspension to the Records Section for the appropriate distribution. The Driver's Copy (yellow) will be given to the driver, and the Officer/Agency Copy (pink) will be retained by the issuing officer kept by the officer.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 23.11 - School Crossing Guard Program

Subject: School Crossing Guard Program

Issued: 01/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 3

PURPOSE

The purpose of this General Order is to establish guidelines for the School Crossing Guard Program.

SCOPE

This General Order applies to Jupiter Police Department personnel involved in the School Crossing Guard Program.

23.11.1 PROCEDURES

- A. A designated Supervisor will be responsible for coordinating the School Crossing Guard Program.
- B. The Town of Jupiter provides for the School Crossing Guard Program through an independent labor contract agreement with a private business specializing in school guard crossing services.
- C. The selection process, authority and responsibilities, and uniform are governed by the contracted school crossing guard company.
- D. The contracted school crossing guard company will provide training and certification of all guards as set forth in Section 316.75, Florida Statutes.
- E. If an officer is notified or becomes aware in any manner of an unmanned school crossing, the officer will cover the post, if practical, and notify the shift supervisor immediately.

23.11.2 SCHOOL CROSSING GUARD LOCATIONS

- A. An annual analysis will be conducted to identify those locations requiring adult school crossing guards. If needed, this analysis will include communication with traffic

engineering and school authorities.

- B. Variables to consider as part of the annual analysis include: traffic volume and speed, number of turning movements, width of an intersection, physical terrain, existence or absence of traffic control devices, local legislative policy, and the number and age of children utilizing the crossing.

23.11.3 STUDENT SAFETY PATROL PROGRAM

- A. The Student Safety Patrol Program for all public schools located within the town of Jupiter is operated by the Palm Beach County School Board. The Jupiter Police Department will be available to assist the Palm Beach County School Board with the Student Safety Patrol Program, if requested.
- B. The Student Safety Patrols are not charged with the responsibility of directing vehicular traffic, nor do they assist the School Crossing Guards in the direction of vehicular traffic.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT
GENERAL ORDER 23.12 - Mobile Video Recorders - Mobile Video Recorders

Subject: Mobile Video Recorders	Issued: 07/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 04/19
Signature: <i>Signature on File</i>	Revision #: 7

PURPOSE

The purpose of this General Order is to provide guidelines for the use of mobile video recorders.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

Jupiter Police Department's policy is to use mobile video and audio recording to enhance the effective and efficient delivery of police services and to record actions, conditions, and statements that could be used in the prosecution of criminal and traffic offenses.

DEFINITIONS

Mobile Video Recorder (In-Car Camera System) - Audio and video recording equipment designed for fixed installation in patrol vehicles. This operating procedure does not apply to the use of hand held camcorders or audio/video surveillance devices.

MVR Operator - An officer who has received instruction in the operation and use of the specific mobile video recording devices installed in department vehicles, and who is authorized to use such equipment.

23.12.1 TRAINING

- A. No officer will operate the Mobile Video Recorder (MVR) in-car audio and video system until he/she has completed the department training program.

B. The training program will cover, at a minimum:

1. Set-up procedures/Testing of the equipment;
2. Policy familiarization;
3. Operation during patrol; and
4. Evidence procedures.

23.12.2 MVR CARE AND MAINTENANCE

A. Officers responsible for operating MVR equipment will inspect the equipment prior to use and monitor its performance throughout their shift. Any malfunctions, damage or will be reported immediately to a supervisor.

1. If repair is needed, the officer will complete and submit a Mobile Vehicle Recorder (MVR) Support Request Form to the Fleet Maintenance Coordinator via their chain of command.
2. Officers will not attempt any repair of MVR equipment.
3. Officers will submit any non-functioning DVD discs to the Fleet Maintenance Coordinator for destruction. DVD's are not to be destroyed by an officer under any circumstance.
4. The microphone transmitter will be stored in the receiver when not in use in order to charge the battery.
5. Whenever a Mobile Video Recorder hard drive is required to be removed and returned to the manufacturer, the hard drive will be removed from the police vehicle by a member from the town's Information System Department or a designee from the Administrative Services Division of the police department. The hard drive will be kept in a predetermined secured area of the police department until such time as the hard drive is returned to the manufacturer.

B. The following format will be used for setting up pre-formatted text shown on recordings:

1. Officer Name (Last name and 4-digit identification number)
2. Vehicle Number (4-digit vehicle number)
3. Agency (Jupiter Police Department)

23.12.3 MVR ACTIVATION REQUIREMENTS

A. Mandatory activation of the MVR system is as follows:

1. Traffic stops, including high risk/felony stops;
2. While following DUI offenders, DUI investigations and Standardized Field Sobriety Tasks;
3. Vehicle pursuits;
4. Emergency "Code Three" responses;
5. Crimes in progress;
6. Searches of vehicles and prisoners, including consents to searches;
7. When transporting prisoners or suspects;
8. Any citizen contact which may be adversarial; and
9. Any other incident that the officer feels may be appropriate.

B. Recommended but "optional" activation of the MVR is as follows:

1. When making contact with a suspicious person or vehicle;
2. Irregular or illegal driving behavior, if time and conditions permit;
3. Capturing conversations of prisoners/ suspects seated in the vehicle; and
4. At anytime when, in the discretion of the officer, the recording of a situation or event would further the police mission.

C. Back-up officers who arrive on the scene of one of the above listed incidents will begin a video and audio recording of the event upon their arrival.

D. At no time should members disregard officer safety for the purpose of being in a position for visual recording.

E. Officers will document recorded incidents in arrest or related reports.

F. Recording can only be stopped by manually pressing the "Stop" button on the control panel.

1. When the MVR is actively recording a police contact, traffic infraction or criminal activity, it will not be turned off until the contact has ended and the citizen or officer has left the scene.

2. In contacts that result in arrest, the MVR will stay activated until the officer arrives at his/her destination and has removed the suspect from the vehicle.
3. Officers may stop recording during non-enforcement activities, such as while directing traffic with emergency lights activated or at a traffic crash scene where the scene has been secured and/or stabilized to the point where an arrest is unlikely and/or having the MVR equipment on for an extended period would serve no constructive purpose.
4. If the MVR is stopped manually by the officer during an incident that is required to be recorded, documentation is required to explain why the recording was stopped. The documentation will be provided to the officer's supervisor before the end of the officer's shift.

G. Officers are not required to discontinue recording at the request of anyone other than a supervisor.

23.12.4 MVR OPERATION

- A. An officer operating a MVR may inform any citizen, suspect or arrested individual that actions/conversations are being recorded, if questioned, or if the officer believes it would be beneficial to do so.
- B. Officers will ensure the MVR properly records law enforcement actions. To properly record the activity, the officer should ensure the following:
 1. The video camera is positioned and adjusted to record the event.
 2. The video equipment is not deactivated until the enforcement action is completed.
 3. Their wireless microphone is activated in order to provide narration with the recording.
- C. No officer will use the in-car video system in such a manner which would bring discredit to the officer or Department.
- D. There is no expectation of privacy to any event or message recorded on this equipment.

23.12.5 PRESERVATION AND RETENTION OF VIDEO RECORDINGS

In order to preserve recordings which contain evidentiary or administrative value, the following procedures will be followed

A. Recordings containing evidentiary value

1. Officers will make a DVD copy of the recording

2. Recordings will be submitted into the Jupiter Police Department Evidence Section using the Property Voucher system.
3. These recordings will be retained according to the Florida General Records Schedule for evidence.

B. Recordings containing administrative value

1. Each officer involved in a pursuit or other incident where an administrative review will be conducted will create a DVD copy of the incident and submit the copy directly to their supervisor.
 2. These recordings will be maintained as part of the administrative review and will be retained according to public records laws for the administrative review.
- C. Officers are encouraged to inform their supervisors of any recorded incidents that may be of value for training purposes.
- D. Unrecorded video files will be maintained on the hard drive of the MVR system for a minimum of 30 days, unless the capacity of the disk is exceeded resulting in the disk being overwritten.
- E. Officers will not make any attempt to alter or modify the video retention settings on the device

23.12.6 LIMITATIONS ON REVIEW OF DATA
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- A. Supervisors may review MVR video files on any recorded event as it relates to a crime; any complaint filed against an officer or the department; or concerns related to officer safety issues.
- B. Supervisors may do a routine review of MVR video files of personnel under their supervision. Any minor infractions discovered during the routine review will be viewed as a training opportunity and not as routine disciplinary actions.
- C. Should the behavior continue after being addressed through training, the appropriate disciplinary or corrective action will be pursued.
- D. Officers may only review data as it relates to evidence. Any other review will be granted under the authorization of the Chief of Police or designee.
- E. Any viewing of MVR video for training purposes must be approved by the Chief of Police or designee.
- F. Each quarter, the Professional Standards Bureau will randomly review five (5) in car video recordings. The review of these random recordings is to ensure officer and public safety,

aid in the prosecution of criminal and traffic offenses, promote community relations, and improve overall performance of the department.

23.12.7 DATA SECURITY AND ACCESS

- A. The MVR system does not allow for remote access into individual MVR devices or files.
- B. Officers issued vehicles equipped with Mobile Video Recording Devices are responsible for ensuring that unauthorized persons do not access their recording system or DVD.
- C. Officers will only create DVR recordings of incidents for evidentiary or administrative purposes. Recordings will not be disseminated to the public under any circumstance without prior approval of the Chief of Police.
- D. Once recordings are removed from the MVR system, the security of the DVR recordings will be the responsibility of the evidence technician or records supervisor.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 23.13 - Speed Measuring Devices

Subject: Speed Measuring Devices	Issued: 04/03
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 06/13
Signature: <i>Signature on File</i>	Revision #: 2

PURPOSE

The purpose of this General Order is to establish guidelines for the use of speed measuring devices in traffic law enforcement.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

The Jupiter Police will ensure that officers utilizing speed measuring devices are fully trained before they are authorized to use such devices for traffic law enforcement. All speed measuring devices used by the Jupiter Police Department will meet equipment specifications established by DHSMV in Chapter 15B-2, Florida Administrative Code.

23.13.1 RADAR AND LASER DETECTION

- A. All radar/laser equipment is owned and maintained by the Jupiter Police Department. Radar/laser units are assigned to officers certified in radar/laser use or are stored in a secure location and available for officers certified in radar/laser use.
- B. Officers using radar/laser units must be certified in the use of radar/laser speed measuring devices by the Florida Criminal Justice Standards and Training Commission.
- C. Officers not certified in radar/laser operations may support certified operators. Support officers may issue the citation to the violator and list the officer who operated the radar/laser as a witness.
- D. Officers who are not certified radar/laser operators will not be issued a radar/laser and will not engage in radar/laser speed enforcement activities unless accompanied by a

certified operator. If the officer is enrolled in the radar/laser operators training course, he/she may be issued a radar/laser unit for training activities only.

- E. Radar/Laser units are calibrated at intervals not to exceed six (6) months by a certified technician(s) as defined in Rule 15B-2, Florida Administrative Code.
- F. Officers issued a radar/laser unit are responsible for the calibration and maintenance of the unit. Radar/laser units have the calibration expiration date placed on the outside of the unit. If the calibration is expired or near expiration, the officer will remove the unit from service and send it for calibration. The original of the calibration record are maintained in Records.
- G. It is the responsibility of every officer operating a radar/laser unit to examine the radar/laser unit prior to each use to ensure that all components are present and in good condition. If deficiencies are noted, the radar/laser unit will be removed from service until the deficiencies are corrected.
- H. Prior to an officer using a radar for enforcement activity and at the end of the operator's shift the following checks will be done:
 - 1. Display check to verify that all segments and other light indicators are functioning properly;
 - 2. An internal accuracy check;
 - 3. Radars only - The external tuning fork check will be made with certified tuning forks;
 - 4. Lasers only - Distance/Alignment check
- I. The date, times and results of each accuracy check will be recorded on a Jupiter Police Department standardized radar/laser log to be maintained by the officer.
- J. In addition to the evidence of the speed of a vehicle measured by the radar, operators will:
 - 1. Make an independent visual determination that the vehicle is operating in excess of the applicable speed limit.
 - 2. Ensure clear assignment of speed to a single vehicle.
 - 3. Operate the radar unit with the audio Doppler engaged. (Not applicable to laser units).
 - 4. If applicable, disconnect or deactivate any automatic speed locks or audio alarms. (Not applicable to laser units).

- A. Officers using speedometers to establish probable cause to issue speed violation citations must pace the violator for an adequate distance to ensure an accurate reading prior to making a traffic stop.
- B. All Jupiter Police Department vehicles equipped with emergency lights and sirens have the speedometers calibrated every six (6) months and a copy of the calibration certificate will be kept in the vehicle.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 23.14 - Automated License Plate Recognition

Subject: Automated License Plate Recognition	Issued: 02/15
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: N/A
Signature: <i>Signature on File</i>	Revision #: N/A

PURPOSE

The purpose of this General Order is to provide guidelines for the use of Automated License Plate Recognition devices.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

The Jupiter Police Department utilizes Automated License Plate Recognition to aide in the detection of possible stolen/wanted vehicles and persons. In order to safely and effectively utilize this technology, all personnel will comply with the provisions of this order.

DEFINITIONS

Alert - Notification from the ALPR system of a possible stolen or wanted vehicle that has not been visually confirmed by the operator.

Automated License Plate Recognition (ALPR) - ALPR utilizes photographic technology to identify and read vehicle license plates.

Confirmation (Confirmed Hit) - A hit which has been confirmed through the FCIC/NCIC system by the original entering agency.

Tentative Hit - An alert by the ALPR system that has been visually verified by the operator and has not been confirmed in FCIC/NCIC with the original entering agency.

23.14.1 SIGN OUT PROCEDURES FOR VEHICLES EQUIPPED WITH ALPR

- A. All members will receive training prior to using the ALPR system. A current list of officers trained in the use of the system will be maintained in the ALPR sign out log located in the equipment room.
- B. Qualified officers who wish to utilize a vehicle equipped with an ALPR system will contact the shift supervisor to request permission. The shift supervisor will ensure the following:
 1. The officer is included in the list of authorized ALPR operators.
 2. The vehicle is signed out to the officer utilizing the ALPR sign out log.
 3. A spare vehicle inspection form is completed and routed to the Fleet Maintenance coordinator.

- C. Officers utilizing the ALPR system are responsible for inspecting the unit for damage prior to use. Any damage noted will be included on the spare vehicle inspection form.
- D. Vehicles equipped with ALPR units will be returned directly to a supervisor. The ALPR sign out log will be completed indicating the vehicle was returned.

23.14.2 USE OF MOBILE ALPR DURING NORMAL PATROL

- A. Upon receiving an alert from the ALPR system the operator will visually confirm the accuracy of the alert, including the following characteristics:
 - 1. Alpha-numeric characters of the tag
 - 2. Registration state
 - 3. Make/Model of the vehicle
- B. The officer will, upon visual confirmation, request NorthCom Communications personnel to perform an FCIC/NCIC query on the tag on the vehicle.
- C. After being advised by Communications that the vehicle is entered into FCIC/NCIC, the officer will follow the procedures in General Order 23.3 relating to Felony/High Risk Traffic Stops.
- D. Unless separate probable cause exists, Officers will not stop or detain a vehicle based solely on a hit from the ALPR which has not been verified.

23.14.3 LOCAL ENTRY OF LICENSE PLATES

- A. In addition to the database maintained by FCIC/NCIC, the ALPR system allows for manually license plate entry. The following procedures will be utilized when entering plates into ALPR:
 - 1. A vehicle license plate will only be entered into the ALPR system if the criteria have been met to have a regional BOLO issued to surrounding agencies.
 - 2. Supervisor approval will be obtained prior to entering a vehicle into the ALPR system.
 - 3. All entries will be made by Northcom Communications Officers following entry into F/NCIC.
- B. The following information will be included in all ALPR entries:
 - 1. Case number
 - 2. Reason for entry
 - 3. Requestor's name
 - 4. Date of Entry
 - 5. Special instructions regarding actions to be taken if the vehicle is located (Stop and interview driver, notify entering officer, monitor only etc).
- C. In the event of an Amber, Silver, or Law Enforcement Officer Alert activation:
 - 1. Northcom Communications Officers will enter any available license plate into the ALPR system.
 - 2. A query will be conducted to determine if the tag has been read prior to the entry into the ALPR system.

3. The entering officer will be responsible for ensuring the entry is removed from the system once the alert is cancelled.

23.14.4 STATIONARY ALPR TRAILER DEPLOYMENT AND USE

- A. When deploying the ALPR trailer, the location will be provided to Northcom. The unit will be logged on in order to provide Communications Officers with quick access to the location in the event of a "hit".
- B. Alerts received from the ALPR trailer will be monitored by Communications Officers at Northcom. The ALPR software has been configured to alert for any of the following vehicle statuses:
 1. Stolen Vehicle
 2. Stolen License Plate
 3. Amber/Silver Alerts
 4. Violent Gang Member
 5. Locally entered wanted vehicles
- C. Alerts generated from the ALPR trailer will be displayed through the ALPR software loaded in Northcom near the teletype operators workstation.
- D. Officers who have received training in the use of the ALPR software can monitor alerts received from the stationary trailer using their department issued MCT.
- E. Once an alert is received from the stationary trailer, the Communications Officer will verify that the tag read matches the photograph of the tag and if applicable verify the status of the vehicle in F/NCIC.
- F. If the alert matches, Communications Officers will broadcast all available information from the hit including:
 1. The location of the trailer
 2. The nature of the alert
 3. The tag number
 4. Vehicle Description (If known)
 5. Direction of travel (If known)
- G. If the vehicle is located by responding Officers, proper traffic stop procedures will be utilized according to the nature of the alert.

23.14.4 CARE AND MAINTENANCE

- A. In order to maintain the ALPR system in working order the following guidelines will be followed in regards to the care and maintenance of the equipment:
 1. All ALPR equipment will be inspected prior being placed into service.
 2. Any damages noted to the ALPR camera or supporting equipment will be immediately reported to the Fleet Manager.

23.14.5 ALPR RECORDS RETENTION

All information stored in the ALPR system is considered either active criminal intelligence information or criminal investigative information. In order to comply with Florida record retention statutes, all information captured by the ALPR system will be retained for no longer than 6 months from the date of capture.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 23.2 - Traffic Direction, Control and Ancillary Service

Subject: Traffic Direction, Control, and Ancillary Services

Issued: 01/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 3

PURPOSE

The purpose of this General Order is to provide guidelines and procedures for manual traffic direction and control, protection of stranded motorists, and the reporting/handling of hazardous highway situations.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will provide traffic direction and control functions at those times and places where law enforcement authority and/or human intervention are needed to ensure the safe and efficient flow of traffic. It will also be the policy of the Department to provide assistance and protection for the users of the streets and highways within the Town.

DISCUSSION

The function of traffic direction and control is to ensure the safe and efficient movement of vehicles and pedestrians. While the majority of this function is routinely done with unmanned mechanical devices, signals and signs, situations may arise that require the intervention of law enforcement. This may be due to unusual traffic patterns, roadway obstructions, failure of a mechanical traffic control device or sign, and various other situations.

23.2.1 MANUAL TRAFFIC DIRECTION AND TEMPORARY TRAFFIC CONTROL DEVICES

- A. Due to the potential liability involved with traffic direction and control situations, members assigned to perform this function will insure that any instructions relayed by a directing member to any operation personnel concerning when/how to proceed with a task affecting

the normal traffic flow will be clearly understood.

- B. At no time will a traffic control operation be allowed to commence until a clear understanding of any/all instructions from the directing member(s) is achieved. (Example: Road construction stopping traffic to allow heavy equipment to operate on the roadway, or stopping traffic to replace a power pole, etc.)
- C. Members may manually operate signals at the direction of a supervisor, during traffic situations which require long term direction and control, (i.e., Disaster Evacuations, or Special Events). Discretion will be used in this type of operation of any particular traffic signal, due to the impact it may have on the traffic flow throughout the Town. Keys to the control signal boxes are located in the Equipment Room key box, if access to the signal boxes is necessary for traffic control.
- D. Temporary traffic control devices such as barricades, signs, traffic cones and flares may also be used in situations requiring long term control. Items such as barricades and temporary signs can be obtained through the Engineering and Public Works Department. Flares and traffic cones will be available within the Police Department.
- E. Fire scenes present traffic congestion problems which sometimes require manual traffic direction and control by agency members. At the scene of a fire, police personnel will confer with fire personnel to determine traffic control and road closure needs. The fundamental task of police personnel engaged in traffic direction and control services at fire scenes will be to maintain access to and egress from the scene by fire and other emergency vehicles.
- F. Adverse road and weather conditions may include, but not be limited to debris in the roadway, downed power lines, hurricanes, fog, flooding, exposed guardrail end or other object which might cause unnecessary additional damage or injury should a vehicle impact with such object. Upon discovering an adverse road or weather condition, Department personnel will cause appropriate agencies and persons to be notified for the purpose of correcting the condition. Department personnel will provide traffic direction and control services and scene protection services in the vicinity of adverse road and weather conditions, as appropriate.
- G. Members will occasionally be required to direct traffic in response to vehicle crashes, malfunctioning traffic signals, special events, road construction, or other instances not specially mentioned herein. The following standardized gestures should be utilized in order for drivers and pedestrians to see and understand the member's commands:
 - 1. TO STOP TRAFFIC - Extend your arm outward pointing your index finger at the vehicle you want to stop. Once the driver identifies you, open and raise your pointing hand so that your palm is facing the driver. This may be accompanied by one long whistle blast.
 - 2. TO START TRAFFIC - Place yourself so that your side is toward traffic to be started.

Point your arm and index finger at the vehicle you want to start. When the driver sees you, turn your arm up, and swing up and over to your chin. Bend your arm only at the elbow. This may be accompanied by two short whistle blasts.

3. RIGHT AND LEFT TURN - Point your arm and finger at the vehicle that you want to turn. When the driver sees you, swing your arm in the direction that you want the vehicle to turn. You may also need your other arm to direct stopped vehicles to maintain their position.

- H. During the hours of darkness, the flashlight and traffic wand will be utilized for traffic direction and control. This equipment will be utilized in the same manner as the pointing finger. As an aid to stopping traffic, the member will slowly swing the flashlight at arms length across the path of the oncoming vehicle.
- I. When directing pedestrians, the same standardized gestures should be utilized. Polite verbal commands should accompany the gestures when appropriate.

23.2.2 HIGH VISIBILITY EQUIPMENT

For safety reasons when directing traffic, members are required to wear their issued yellow reflective traffic vest, or their issued yellow reflective raincoat. After dark, and when weather conditions impair visibility conditions, the flashlight and wand will be used.

23.2.3 VEHICLE ESCORTS

- A. The Department may occasionally receive requests to provide police escort services for oversized vehicles, vehicles transporting hazardous or unusual cargo, public officials, dignitaries, or other vehicles. These requests must be received in advance of the escort and will be forwarded to the Chief of Police for approval.
- B. When scheduling an escort, the Patrol Bureau Major or designee will outline at a minimum, the trip route, the estimated time involved, the use of on or off duty personnel, the type and number of police escort vehicles needed, and the maximum speeds along the route.
- C. Officers will not escort funeral processions without permission of the on duty Shift Supervisor. Directing traffic for funeral processions at strategic locations is generally more effective and will be performed by officers when and if necessary or requested.
- D. Emergency vehicles, particularly ambulances will not be escorted by members except under special circumstances as directed and approved by the on duty Shift Supervisor.
- E. Officers will not provide emergency escorts to civilian vehicles traveling under medical emergency conditions. Should the officer come into contact with such a vehicle, the nature of the emergency will be determined, and an appropriate response from Fire Rescue should be made. Should the driver of the civilian vehicle elect to not wait for the rescue unit, the driver will be directed to proceed to the emergency medical facility in compliance with

speed and general traffic regulations. Officer discretion should be exercised.

- F. Bank escorts will be provided as requested by commercial businesses or special events, based upon availability of patrol units, as determined by the Shift Supervisor.

23.2.4 ROAD CLOSURES, ROADBLOCKS, DUI SAFETY CHECKPOINTS, DRIVERS LICENSE CHECKPOINTS

The use of emergency equipment (police vehicle, cones, flares, barricades, etc.) to block a road may be employed under the following conditions:

- A. To control ingress and egress at the scene of a major crime, traffic collision, emergency, roadway obstruction or disaster.
- B. The officer will notify the on-duty supervisor if:
 - 1. The situation requires additional personnel
 - 2. The closing of a major road-way for an extended period of time
 - 3. The road is opened
- C. Whenever possible, adequate planning, briefing, and implementation with consideration of available manpower and resources should take place to ensure a successful operation.
- D. A checkpoint must be under the control of a supervisor on scene and conducted by members in accordance with General Order 23.7, DUI/Safety Checkpoints and Drivers License Checkpoints.
- E. The use of Roadblocks for the apprehension of a suspect is explained in General Order 15.3, Vehicle Pursuits and Response to Calls and General Order 15.21, Tire Deflation Device.

23.2.5 GENERAL ASSISTANCE TO MOTORISTS

- A. While on duty, employees will aid and/or assist motorists within the Town whenever such aid or assistance appears to be called for and is not in conflict with the general principals of law enforcement or in violation of legal statutes or departmental rules and regulations.
- B. Officers should freely provide information and directions upon request. In an effort to better serve the citizens, officers should not only become familiar with the streets and services of our Town, but also the various services and facilities available in the area.

23.2.6 STRANDED MOTORISTS - DISABLED VEHICLES

- A. Officers who encounter disabled vehicles on the streets and highways within the Town that present a hazard or impede other traffic should provide for the vehicles immediate removal to a safe location. At the officer's discretion, the officer may assist in pushing the vehicle off

the roadway. If necessary, the officer will arrange for the vehicle to be towed. Police vehicles will not be utilized to push or pull a disabled vehicle, or provide a "jump start."

- B. Motorists stranded by a disabled vehicle or vehicle crash should not be abandoned at the scene, and the officer will ensure that the motorist has made satisfactory arrangements for transportation or assistance. In those cases presenting a hazardous situation due to location, time of day, traffic conditions or weather, the officer will provide for the immediate safety of the motorist by arranging transportation to a safe location, or remaining with the motorist until assistance arrives. With the approval of the Shift Supervisor, the officer may transport the motorist to a safe and convenient location where assistance can be arranged or obtained. When transporting motorists, the officer should relay the starting and ending mileage to the Communications Center.
- C. Under normal circumstances, officers should not attempt to open a locked vehicle using a lockout tool or other device. It is understood that under certain tactical or emergency situations, entry to a locked vehicle must be made by the officer on the scene. Palm Beach County Fire Rescue will provide lockout services for situations involving children and pets locked in vehicles. A locksmith may also be summoned at the officer's or vehicle owner's request.

23.2.7 EMERGENCY ASSISTANCE TO HIGHWAY USERS

- A. Officers will render all practical assistance to users of the roadway who are involved in emergency situations. When rendering assistance, officers should remain on the scene until help has been requested, hazardous situations are neutralized, Communications directs the officer to leave for an assignment, or at the direction of the on duty Shift Supervisor.
- B. Vehicle Fires - Officers will immediately notify the Communications Center upon the discovery of the fire. The location, type of vehicle, location of fire and cargo (if applicable), will be given. The Communications Center will notify Fire Rescue so an appropriate response can be made.
- C. Medical Emergencies:
 - 1. Notification - upon discovery of a medical emergency, the officer will request the response of Palm Beach County Fire Rescue from the Communications Center. The officer should relay the condition of the patient, type of emergency, and any other pertinent information to the Communications Officer.
 - 2. Assistance - after notifying the Communications Center of the emergency, the officer will render first aid assistance, if applicable.

23.2.8 HAZARDOUS HIGHWAY CONDITIONS

- A. Officers will remain alert to hazardous roadway and roadside conditions and take appropriate measures in correcting them. These conditions include, but are not limited to

the following examples:

1. Defects in the roadway such as holes, and ruts.
 2. Missing, damaged, defective or obstructed traffic control signs or devices.
 3. Missing, damaged, or defective highway safety features (e.g., center and roadside striping, reflectors).
 4. Natural or man made obstructions such as fallen trees, debris, vehicle parts, broken water mains, and downed wires.
 5. Vehicles parked or abandoned on or near the roadway.
 6. Weather or environmental hazards such as smoke, wind, or rain/standing water.
- B. The officer will take the appropriate action to correct or resolve the hazardous condition. When the hazard is identified, and in the officer's opinion the hazard requires immediate correction (such as a fallen tree, or an inoperable traffic control device), the officer will notify the Communications Center and, if necessary, identify the assistance or special equipment needed. The officer will protect the scene and bystanders, direct traffic, or take other action deemed necessary to correct the situation. When the hazard is determined to be of a less imminent nature (such as roadside debris), the officer will notify the Communications Center, who in turn will notify the appropriate authority (e.g., County Traffic Control, Public Works, utility provider), of the situation.

23.2.9 ROADWAY HAZARDOUS MATERIALS

Hazardous materials are routinely stored and transported throughout the Town. While conducting their duties, members should remain alert to the fact that hazardous materials may be involved in incidents. Members will refer to General Order 16.7, Hazardous Materials Response, for procedures to address this type of incident.

23.2.10 TOWING AND IMPOUNDED VEHICLES

Guidelines in this area are established in General Order 23.6, Vehicle Impound & Towing.

23.2.11 TRAFFIC ENGINEERING

- A. All traffic/engineering complaints, deficiencies, or suggestions from patrol officers, from other Department members, or from the public will be routed to the Shift Supervisor. The Shift Supervisor will evaluate the suggestions, correct deficiencies when possible, and refer all necessary information to the Town of Jupiter Engineering Department.
- B. The Town of Jupiter Engineering Department maintains close coordination and cooperation with the Palm Beach County Department of Transportation and the Florida

Department of Transportation regarding traffic engineering concerns within the Town of Jupiter.

- C. The Town of Jupiter Engineering Department provides personnel to undertake engineering studies as they pertain to streets maintained by the Town. The Town also contracts with consultants who specialize in conducting traffic engineering activities.
- D. The Palm Beach County Department of Transportation and the Florida Department of Transportation provide personnel to undertake engineering studies as they pertain to streets maintained by the county or state.
- E. Analysis of high incident crash locations, e.g., in support of selective traffic enforcement, will also examine the possible contribution of engineering deficiencies to the crash patterns. When evidence of such deficiencies is found, the Jupiter Police Department will recommend to the Town's Engineering Department, FDOT, or PBC DOT, that appropriate engineering studies are conducted of affected locations.
- F. If a traffic engineering deficiency is discovered during the course of a serious traffic crash investigation, the Town of Jupiter Engineering Department will be notified for analysis of potential corrective actions.
- G. The Records Sections routinely sends traffic crash reports to the Florida Department of Highway Safety and Motor Vehicles and to the Palm Beach County Traffic Records Section.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 23.3 - Traffic Law Enforcement**

Subject: Traffic Law Enforcement	Issued: 01/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 8/19
Signature: <i>Signature on File</i>	Revision #: 12

PURPOSE

The purpose of this General Order is to establish procedural guidelines and standards for personnel charged with the enforcement of traffic laws and assisting the public with related traffic matters.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

It will be the policy of the Jupiter Police Department to enforce state and local traffic laws in a uniform manner without regard to race, religion, sex, age, or economic status.

23.3.1 TRAFFIC ENFORCEMENT ACTION

- A. Appropriate uniform enforcement action for traffic violators is important if motorists are to enjoy safe driving in the Town of Jupiter. Good judgment by the police officer in consideration of the circumstances and conditions at the time of the violation will ensure appropriate action and gain the public confidence in traffic enforcement.
- B. In any traffic infraction, including but not limited to, speed violations; equipment violations; public carrier or commercial vehicle violations; miscellaneous hazardous violations; miscellaneous non-hazardous violations/or any newly enacted laws or regulations, the officer will:
 - 1. Issue a citation;

2. Issue a written warning – should be issued rather than a verbal warning, unless exigent circumstances exist, in order to document the stop and action taken to protect against false allegations of misconduct.
3. Issue a verbal warning should only be issued if exigent circumstances prevent the officer from issuing a written warning;
4. All of the above if more than one violation is committed

C. Nothing in this order will prohibit an officer from choosing to exercise enforcement discretion by issuing a warning or accepting a driver's reasonable explanation for a non-criminal traffic violation.

D. Criteria for Physical Arrests

1. A lawful traffic stop is considered a temporary investigative detention until such time as a decision is made to issue a traffic citation or physically arrest the violator. Violators lawfully stopped for a misdemeanor traffic offense may be placed under physical arrest and booked into the county jail when:
 - a. The violator refuses to sign and accept the traffic citation;
 - b. The violator refuses to sufficiently identify themselves or supply the required information for completion of the traffic citation;
 - c. The officer has probable cause to believe the continued liberty of the violator constitutes an unreasonable risk of bodily injury to the public or others, such as DUI violations or reckless driving;
 - d. The officer has probable cause to believe that the violator is a fugitive from any jurisdiction; or
 - e. The officer has probable cause to believe that the violator is a habitual traffic offender and has previously failed to respond to a citation or summons or has violated the condition of any pretrial release.
2. All other violators lawfully stopped for a misdemeanor traffic offense may be released at the scene upon signing the traffic citation.
3. Upon release, the violator will be given an arraignment date in accordance with current County Court procedures.

E. Custodial Traffic Arrests:

1. Criminal traffic enforcement operations that result in a physical arrest may require an

Offense Report or Traffic Crash Report to document the arrest.

2. A Probable Cause Affidavit will be completed for all criminal traffic offenses resulting in a custodial arrest. See General Order 23.5 - DUI Enforcement for DUI arrest procedures.
3. Adults charged with a felony traffic offense will be arrested and booked into the county jail. Juveniles will be arrested and booked into the Juvenile Assessment Center.
4. Officers must make a copy of the traffic citation to present to the booking officer along with the white copy of the citation. The yellow copy will be given to the defendant. The blue copy of the citation will be attached to the Offense/Incident Report. The pink copy will be retained by the issuing officer until final disposition of the case.

23.3.2 TRAFFIC LAW VIOLATIONS

The ultimate aim of traffic law enforcement is to achieve voluntary compliance with traffic laws and regulations. To achieve this goal, directives to be followed include:

A. **Driving under the influence of alcohol and/or drugs:**

The Jupiter Police Department will actively enforce the laws pertaining to driving under the influence of alcohol and/or drugs. See General Order 23.5, DUI Enforcement, for further information.

B. **Speed law violations:**

1. Legally, there is no defense for exceeding a posted speed limit or for driving faster than conditions permit. However, there exists sufficient reason to believe that factors such as improperly calibrated speedometers, marginal weather conditions and other factors may give a violator cause to believe his or her speed may have been slightly less than the speed stated by the officer or that existing conditions, in the violator's opinion, are less severe than stated by the officer.
2. Officers may exercise discretion when deciding if a warning or citation is appropriate. Consideration should be given to the weather conditions, traffic volume, driver demeanor, pedestrian traffic and location. At all times, members should remember there is a direct correlation between excessive speed and traffic crashes.

C. **Hazardous violations:**

1. Hazardous violations are violations that expose persons and/or property to risk, loss or damage (e.g., running a red light/stop sign, careless driving, reckless driving, etc.).

2. It will be the practice for officers to issue citations for those hazardous violations which are determined to have been the cause of a traffic crash.
3. Members may issue citations for hazardous violations, dependent on the seriousness of the violation as determined by any attendant conditions or circumstances.

D. Equipment violations:

1. When a vehicle fixture is found to be missing and is obvious that the owner is aware of the defective equipment, a citation should generally be issued even though this may be the only violation on the vehicle.
2. When a vehicle is found to be in violation of several equipment requirements, a citation should generally be issued for the one most serious violation.
3. The intent is to have the violator correct the equipment violations; therefore, in most cases the citation should be issued under F.S. 316.610.

E. Safety Belt/Child Safety Seat Violations:

It is the policy of the Jupiter Police Department to actively enforce the Florida Safety Belt Law requirements specified in F.S. 316.614 and the Child Safety Restraint requirements specified by F.S. 316.613.

F. Non hazardous violations:

Non hazardous violations are violations which are not likely to involve or expose persons and/or property to risk, loss or damage. Discretion should be utilized to handle non hazardous violations, based on the seriousness of the violation as determined by any attendant conditions or circumstances.

G. Multiple violations:

1. Generally, subsequent citations will not be issued when the first citation is issued for an all inclusive charge and the specific violation for which a second citation is being considered is important evidence for the successful prosecution of the first charge.
 - a. For instance, a violator who has been charged with Reckless Driving would not be cited with Operating on the Left Side of the Roadway or Speeding if those are factors used to determine Reckless Driving.
 - b. However, in the case where a violator is arrested for Driving under the Influence, they should be issued a citation for each violation committed during the establishment of the justification for the DUI stop (i.e., Failure to Maintain a Single Lane, Speeding, Running a Red Light).

2. Generally, one citation will be issued in the case of related, multiple, non hazardous violations stemming from the same operation. In cases such as this where the elements of the offense are closely related to the element of the second offense, only one citation should be written.
3. In all instances, multiple violations found which can be classified separately as hazardous and non hazardous will be dealt with independently. A violator stopped for Following Too Closely and subsequently found to be Operating without a Driver's License may be issued citations for each violation.

H. Violations by Public/Commercial Carriers:

1. Public carriers and commercial vehicles must comply with all applicable traffic laws, rules and regulations.
2. Members may summon assistance from the Florida Highway Patrol or Department of Transportation for special equipment needs or enforcement support.
3. United States Post Office vehicle drivers and Public Transit operators who commit a minor violation of the law should not be taken into custody, but issued a citation to appear in court. If an arrest is necessary due to the nature of the offense, the member will notify the arrestee's supervisor to obtain approval to release the vehicle to competent authority at the scene

I. Off-Road Recreational Vehicles:

Officers will take appropriate enforcement action for violations committed by operators of off road recreational vehicles that are observed and/or reported, particularly in the following circumstances:

1. Removal of unlicensed vehicles from streets and highways;
2. Violation of off-road vehicle registration laws;
3. Misuse of public trails;
4. Improper use of street and highway crossings;
5. Citizen complaints of excessive noise, trespass and/or property damage; and
6. Juvenile offenders.

J. Pedestrian and Bicycle Violations:

The enforcement of pedestrian and bicycle traffic laws necessitates broad discretion from

officers. To provide guidance in this discretion, the following procedures are established which should result in a more uniform and consistent application of the law.

1. Violations committed by pedestrians and bicyclists may be given warnings in most cases. Citations should be given for flagrant violations.
2. With regard to pedestrian and bicycle traffic laws, the "spirit" of the law may supersede the "letter" of the law where application of the law is made.
3. In those areas where congestion and the frequency of traffic accidents involving bicycles have been predominant, those laws pertaining to the proper operation of bicycles will be strictly enforced.
4. On roadways with a substantial flow of vehicular traffic and where hazardous moving violations are observed involving persons operating bicycles, the applicable laws will be enforced.
5. In areas where traffic flow is minimal, visibility is unobstructed and traffic accidents are low, officers should exercise discretion in the application of those laws regarding the safe operation of bicycles.

K. Newly enacted laws and/or regulations:

When appropriate, the benefit of the doubt should be extended to a driver by a member in regards to the violation of any new law or regulation. The officer should take into consideration public awareness of the new law, attitude of the motorist, and the seriousness of the violation. Discretion will be used by the officer before taking enforcement action.

- L. These enforcement policies do not substitute officer judgment, for it is impossible to foresee every conceivable situation involving traffic violations. In unusual circumstances, the officer must decide what enforcement action is proper based on a combination of training, experience and common sense.

23.3.3 TRAFFIC VIOLATIONS WITH CANCELLED, SUSPENDED, REVOKED OR DISQUALIFIED DRIVING LICENSE

Officers should confirm through FCIC that a driver's license has been suspended or revoked. After receiving confirmation, the officer should proceed as follows:

- A. **Moving Violation:** An officer will issue a Uniform Traffic Citation (UTC) for driving with a suspended, canceled, or revoked license as a moving violation, unless he or she can prove that the driver has knowledge the license was suspended, canceled, or revoked. Officers charging a moving violation will:

1. Charge the violator under F.S. 322.34 (1)

2. Enter "Without Knowledge" in the UTC comments section.
3. If the driver is in possession of a driver's license, the license will be confiscated from the driver. The officer will obtain the computer printout of the driver license suspension, cancellation, or revocation from Communications. The printout and confiscated driver's license will be turned in to Records along with the traffic citation.

B. Criminal Violation: An officer must satisfy the driver knowledge requirement to process the violation as a criminal charge. Knowledge may be proved as follows:

1. The driver has been previously issued a citation for the charge and the suspension, cancellation, or revocation is still in effect;
2. The driver admits to knowledge of the suspension, cancellation, or revocation;
3. The driver received notice of the suspension, cancellation, or revocation from a court judgment or order; or,
4. Other evidence is found to prove knowledge.
5. If the driver is in possession of a driver's license, the license will be confiscated from the driver. The officer will obtain the computer printout of the driver license suspension, cancellation, or revocation from Communications. The printout and confiscated driver's license will be turned in to Records along with the traffic citation.

C. Custodial Arrest: The officer will:

1. Issue the citation under F.S. 322.34 (2).
2. Complete a Probable Cause Affidavit.
3. Enter how the driver had knowledge of the suspension, cancellation, or revocation in the UTC comments section.
4. Complete the arrest paperwork and include a statement of how the knowledge requirement was met.
5. If the driver is in possession of a driver's license, the license will be confiscated from the driver. The officer will obtain the computer printout of the driver license suspension, cancellation, or revocation from Communications. The printout and confiscated driver's license will be turned in to Records along with the traffic citation.
6. Attach the driver license to the UTC. (The license must be attached to the driver license administrative hearing packet, if the companion charge is DUI.)

D. Habitual Traffic Offender: Habitual traffic offenders will be charged under F.S. 322.34 (10)

as a misdemeanor if the driver does not have a prior forcible felony conviction. Officers will enter "Habitual Traffic Offender" in the UTC comments section, complete a probable cause affidavit, and Rough Arrest/Warrant requests.

- E. **Non custodial Arrest:** The officer will issue an UTC as a Notice to Appear. The knowledge requirement proof will be entered in the UTC comments section. The court date will be entered on the citation and the violator's right thumb print must be affixed to the court copy.
- F. **Tag Seizure:** The Department of Highway Safety and Motor Vehicle (DHSMV) driver license data base reflects when a license is suspended for inadequate vehicle insurance. A "Seize Tag" notation authorizes a police officer to seize the tag when the operator with the suspended license is also the owner/co-owner, or registrant/ co-registrant. The officer will proceed as follows:
1. Remove the tag from the vehicle;
 2. Obtain a printout of the driver license status from the Communications Section;
 3. Issue a citation for driving with a suspended license;
 4. Attach the printout to the original citation;
 5. Note "seized tag" and the tag number on the "Other Violations Pertaining to Offense" section of the citation. (The citation will serve as a receipt for the vehicle owner/registant.)
 6. The officer will not seize the tag when the owner presents proof of insurance accompanied by a receipt indicating payment of the reinstatement fee.
 7. The officer may seize the tag if the owner presents proof of insurance, but cannot produce a receipt for the reinstatement fee.
 8. Seize the tag and driver license;
 9. Document the seize tag order in a CAD report;
 10. Impound or release the vehicle in accordance with the General Order 23.6, Vehicle Impound and Towing;
 11. The officer will then ensure that the violator does not drive their vehicle from the scene and that the violator makes necessary arrangements to have the vehicle removed from the scene in a timely manner.
 12. Write the following on the back of the tag with a magic marker: Case #, Officer Name, Date and Time of Seizure, and the words "Seized Tag".

13. Submit the tag and copy of the seize tag order teletype to the Records Unit for secure safekeeping until delivered to the DHSMV;

23.3.4 NON-RESIDENT, LEGISLATORS, AND MILITARY PERSONNEL TRAFFIC VIOLATORS

- A. Non-residents committing violations of Florida traffic laws will be afforded the same consideration as residents.

- B. Legislators

1. Moving violations:

Legislators will be afforded the same courtesy as any other citizen without any special preference. The officer will notify the on-duty supervisor of the stop.

2. Incarcerations from traffic violations:

Legislators will be afforded the same officer discretion as any other citizen without any special preference. The officer will notify the on-duty supervisor of the stop.

3. Traffic collision:

Legislators will be afforded the same treatment as any other citizen with no special preference. When Legislators are involved in serious traffic collisions and are either killed or injured to the extent that they require hospitalization, their governmental office will be notified.

- C. Military Personnel: Regular members of the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard and Reserves who are on active duty.

1. Moving violations:

Handled in the same manner as any other citizen stopped for a violation.

Consideration to a court date is suggested in order that the individual will be able to meet his/her military reporting dates.

2. Incarcerations from traffic violations:

Handled in the same manner as any other citizen stopped for a violation.

Consideration to a court date is suggested in order that the individual will be able to meet his/her military reporting dates. Any military personnel arrested will have a report initiated and the Division Commander will be notified. The Provost Marshal's Office at the nearest military installation for the individual's branch of service MUST BE notified of incarcerations. In any situation where U.S. government equipment is

seized, towed or confined in any way, the appropriate governmental unit will be notified.

3. Traffic Collisions:

When armed forces personnel are involved in serious traffic collisions and are either killed or injured to the extent that they require hospitalization, the nearest military command will be notified.

23.3.5 JUVENILE TRAFFIC VIOLATORS

A. Generally, juveniles who have committed a traffic infraction will not be taken into custody but will be issued a traffic citation and released with the following exceptions:

1. Driving while impaired or under the influence of alcohol or drugs.
2. Driving while license suspended or revoked.
3. Violations of Chapter 316.061 and 316.062, leaving the scene of an accident involving property damage when attended by another person, or leaving the scene of an accident involving injury or death.
4. Vehicular Homicide

B. In all cases where a juvenile is taken into custody, the officer is responsible for notifying the juveniles' parents of the circumstances as soon as possible.

C. If an officer deems that further custody is required pending a hearing, they must contact the Juvenile Assessment Center (JAC) intake for authorization. All juvenile custody situations must be based on sound legal principles coupled with good judgment and discretion.

23.3.6 FOREIGN DIPLOMATS / CONSULAR OFFICERS

All procedures in this area are governed by General Order 15.17, Diplomatic Immunity and Consular Notification.

23.3.7 USE OF AUTHORIZED EMERGENCY EQUIPMENT

Officers will utilize emergency equipment only when authorized to do so by Department Directives, when required by the nature of their dispatched assignment, or when situations confront them that indicate the need for the use of emergency equipment.

Exception: *When responding in an emergency mode, emergency signal devices may be deactivated when at a distance from the scene (to be determined by the sworn member for officer safety or safety to potential victims) so as to not alert subjects to law enforcement proximity.*

A. Emergency Lights

1. This equipment is used in conjunction with the siren to signal other users of the roadway that an emergency condition exists and the right of way should be relinquished to the emergency vehicle. It cannot be safely assumed by the officer that the emergency lights and siren will be sufficient to assure the right of way, even though state law requires operators of vehicles to yield the right of way under emergency conditions.
2. Even when both the emergency lights and siren are in simultaneous operation, members are still obligated to drive with due regard for the safety of all persons occupying the street or highway.
3. Emergency lights will be utilized in the following circumstances:
 - a. In accordance to General Order 15.3, Vehicular Pursuit, Response to Calls.
 - b. When stopping traffic violators.
 - c. When assisting motorists parked/ stopped on the roadway.
 - d. When a patrol vehicle is parked/stopped on the roadway.
4. If both the patrol vehicle and the violator's vehicle are parked off the roadway and the officer and/or violator can stand or walk between the traffic side of their vehicles and the roadway, any emergency signal which exhibits light to the rear of the patrol vehicle may be extinguished to reduce the accident potential created by its distracting effect on approaching drivers and to minimize attracting curiosity seekers to the scene.

B. Siren

1. The siren is to be used simultaneously with the emergency lights when in pursuit, responding to an emergency call or initiating an emergency response.
2. The siren may be used to signal violators to stop when other means of attracting the violator's attention has failed.

C. Spotlight/Take Down Lights

1. These lights should be used as a protection to the officer, especially when dealing with known or suspected felons. For example, following a traffic stop, the spotlight should be used to illuminate the interior of the violator's car so all occupants are kept within view and at a distinct disadvantage when looking back toward the patrol vehicle and officer.

2. The spotlight/take down lights should not be used to signal violators to stop due to the possibility of temporary blindness of the violator or other drivers from the glare created by the lights.

D. Public Address System

1. The PA system is valuable when stopping a traffic violator. The desired actions of the violator can be directed from a safe distance minimizing hazards to the officer.
2. The PA system is also valuable for delivering information for crowd control and in directing persons when unusual conditions exist, such as temporarily obstructed roadways, relieving emergency conditions, and alerting pedestrians to hazardous conditions.

E. Hazardous Warning Lights/Flashers

1. During emergency situations the use of the vehicle hazard lights is discouraged because when the vehicle brake pedal is depressed the hazard lights stop flashing.
2. During non emergency situations, the hazard lights may be activated when conducting a traffic stop in a residential area, if there is no traffic hazard or need to signal the police vehicle's location to other units.

23.3.8 CONDUCTING TRAFFIC STOPS

- A. No two traffic stops are exactly alike. This procedure will guide members on conducting vehicle stops on traffic law violators. Officers will conduct themselves in a courteous manner as dictated by the circumstances of the particular stop. Members will not intentionally humiliate, embarrass or harass members of the community.
- B. Bias based profiling is prohibited, see General Order 15.28, Fair and Impartial Policing .
- C. Traffic stops **will not** be conducted by vehicles not equipped with emergency lights and siren.
- D. Suggested procedures for officers initiating the traffic stop:
 1. Choose the stop location carefully, avoiding curves, hill crests and intersections. Attempts should be made to avoid stopping violators in locations where the stop may impede traffic.
 2. Should the violator stop abruptly in the wrong lane or in another undesirable location, they should be promptly directed to move to a safer location. Officers should use the PA system in the patrol vehicle for this purpose.
 3. Once the decision has been made to initiate a traffic stop, the officer will notify

Communications. After Communications responds, the officer will give the license plate number and state name, the description of the vehicle, and the location of the stop.

4. Activate emergency lights, use air horn or siren if needed to signal the driver to stop.
5. Position the patrol vehicle approximately one half to one full car length behind the violator at a slight angle so the left front is offset approximately two feet to the left of the violator's vehicle. Turn the front wheels to the left; leave the engine running and the driver's door unlocked.
6. Before exiting from the patrol vehicle, observe the occupant(s) of the stopped vehicle for unusual movement.
7. At night, high headlight beams, spotlight, and take down lights should be used to conceal the officer's movement from the violator and for visibility inside the stopped vehicle. Care should be exercised to not be silhouetted by the lights and avoid passing between the lights of the patrol vehicle and the violator's vehicle.
8. Consider weapon readiness on every stop.
9. While approaching the vehicle, watch the occupant(s), check for an altered license plate, check the trunk to verify it is closed and locked, and observe the interior for possible weapons or hidden passengers.
10. Stand beside the vehicle as closely as possible and to the rear of the driver. Be watchful of any passenger(s).
11. Keep a constant view of the driver's hands. The officer should take the driver's license or other documents with their non gun hand.

E. Procedures during the stop:

During officer/violator contacts, every effort should be made to minimize conflict. This will be done by:

1. Giving a proper greeting in a courteous manner.
2. Identifying your self by name and police department.
3. Politely asking for identification or any required documents.
4. Observing the driver for signs of physical impairment or emotional distress.
5. Stating the reason why the person is being stopped or detained.

6. Allowing the person the opportunity to explain themselves or "have their say".
7. Checking the vehicle operator's license through the computer for validity and possible warrants.
8. Writing the citation in a safe position, where eye movement permits observation of the vehicle and occupant(s).

F. Members will NOT prepare citations:

1. With the metal clipboard resting on the exterior surface of the patrol vehicle or violator's vehicle;
2. While standing at the front of the violator's vehicle;
3. Standing between the patrol vehicle and the violator's vehicle, or
4. Standing between the traffic lanes and their patrol vehicle.

G. Procedures for re contact with the violator:

1. When returning to the stopped vehicle to issue a citation(s),
 - a. Observe again for changes within the vehicle.
 - b. Explain the citation to the driver, including providing information relative to;
 - i. The nature of the violation;
 - ii. Whether the violation is a criminal or moving / non moving, non criminal infraction, and whether the offense may be paid by mail or requires a court appearance.
 - iii. Court appearance schedule if appropriate;
 - iv. The amount of the fine, if the fine may be paid by mail;
 - v. The appeal process available through the Clerk of the Court.
 - vi. The availability of Driver Improvement School.
2. The officer should issue the violator a Palm Beach County Clerk of the Court informational pamphlet explaining the violator's rights and responsibilities to augment the information provided verbally by the officer.
3. Conduct the traffic stop as expeditiously as possible, maintaining a professional

attitude.

4. Give an appropriate closing. (Avoiding trite expressions such as, "Have a nice day", which would be inappropriate in these circumstances.)
5. Upon completion of the traffic stop, allow the stopped vehicle to re enter traffic first.
6. Turn off emergency lights and any other auxiliary lights before re entering traffic.

H. Procedures for warnings

The procedures for issuing a warning will be the same as for issuing a citation, with the exception for providing information regarding fine, court, or school requirements.

23.3.9 FELONY / HIGH RISK TRAFFIC STOPS

- A. **Felony/High Risk Stop:** The stopping of a vehicle when the officer has advanced knowledge or reasonable cause to believe the vehicle contains a felony suspect. The reasonable cause may be based upon personal observations, knowledge of an outstanding felony warrant/ wants, information received by police radio, or other means upon which one may reasonably rely. Employment of this procedure requires more than a mere suspicion.
- B. If a wanted vehicle or subject is sighted, the following procedures should be implemented by the officer.
 1. The unit (hereinafter referred to as the primary unit) initially observing the vehicle or subject will notify Communications immediately, supplying the following:
 - a. Location, direction of travel, speed, number of occupants, license number, description of vehicle, nature and type of offense.
 - b. Request the dispatcher send a back-up unit.
 2. The primary unit should follow and observe at a discreet distance and formulate a plan of action to include:
 - a. The number of back-up units needed, if more than one.
 - b. The location where the stop is to be made.
 - c. The position back-up unit(s) will take.
 - d. Contingency response to unforeseen actions (i.e., flight, evasive action, etc.) by suspect.

3. The primary unit will advise Communications and other affected units of the plan of action.
4. Radio traffic should be held to a minimum by all units not involved in the stop.
5. The primary unit will take full command of the situation when the stop is made. Additional officers will assist until the situation stabilizes.

C. **Apprehension Tactics - Single Officer Unit:**

1. A single officer should not intentionally make a felony stop. It is expected that the single officer will follow the suspect until assistance arrives and the above planning can be implemented.
2. If the officer is in a remote area or finds that help is not available, he should maintain surveillance and keep Communications informed until assistance can respond. If the subject does stop, the officer should avoid confrontation, if possible, pending arrival of assisting units.
3. Should circumstances dictate that the officer handle the stop by himself, the following procedures are suggested:
 - a. Notify Communications that the stop is unavoidable and to dispatch back-up units. Provide exact location for assisting units.
 - b. During darkness, maximum use of the headlights and spotlight should be made. This will make it more difficult for the suspect to see the officer and will illuminate the scene, affording the officer some advantage.
 - c. If feasible, park the vehicle at an angle (approximately 30 - 45°) with the driver's door furthest from the suspect vehicle, or as is most appropriate for the prevailing conditions.
 - d. Roll the driver's window down, as the glass inside the door will add to the stopping power of the door.
 - e. Immediately swing the door open. The officer should position himself between the door and the vehicle so he is low and as far inside the vehicle as possible. Do not use the door for protection. The engine block and body of the car will give better protection.
 - f. Display the weapon in the ready position.
 - g. Order the driver and all occupants to remain in the vehicle, to face the front, and to place their hands on top of their heads if in the back seat, and palms up on the inside of the windshield if in the front seat.

- h. Use the public address system of the vehicle, if feasible.
- i. Use short, terse, audible, and understandable commands.
- j. Preface your order to indicate who you are addressing (i.e., "Driver", or "Man with the red shirt, face the front!").
- k. If the driver or passengers leave the vehicle before commanded, order them to face the front with their hands open and extended upwards. Order all suspects into one easily observable area.
- l. Use restraint and sound judgment regardless of suspects' reactions. Officers must not act hastily.
- m. Be prepared. Anticipate the un-foreseeable. Don't chase a single running suspect and leave others standing at the scene of the stop. The officers must maintain control of their own emotions and actions as well as the actions of the suspect.
- n. Remain at your car using it for cover.
- o. Order the driver to roll the window down and/or remove the keys with his left hand and throw them out the window.
- p. Keep all suspects in the vehicle until assistance arrives.
- q. If necessary, remove all occupants, one at a time, from the passenger side of the vehicle.
- r. Order the first occupant you want to leave the vehicle to open the door by reaching out the window and opening the door, with one hand, from the outside. Each occupant should then be ordered by specific instructions, i.e., "Driver, or Man in the red shirt, keep your hands on top of your head and slide out the right door", etc.
- s. Move the suspects away from their vehicle and facing away from the officer.
- t. Order the suspects into a position lying on the ground, face down.
- u. Stagger the positions of the suspects or face them in different directions to minimize their communications with each other.
- v. Order the suspects, one at a time, to come back to your car. Do not approach the suspects' vehicle and do not move away from the cover area of your vehicle. Have a back-up unit handcuff the suspect while you and other back-up units watch the remaining suspects and their car.

D. **Apprehension Tactics - Two Officers:** Although two officers can effectively control most felony apprehensions, it is not intended that felony stops be attempted by a two officers. The superiority of manpower, acting in conjunction with an established plan, cannot be overemphasized. Three officers are considered a minimum wherever possible.

1. Two officers should follow the same Communication notification and surveillance described above for a single officer unit.
2. If circumstances beyond the control of the officers force them to handle the stop, they should also pre-plan the stop and follow their plan.
 - a. Back-up officer should take command of the radio. Normally, the primary officer takes command of the stop. The unit's last radio transmission should be its location, including direction of travel; the nearest cross street, and approximate distance from the street.
 - b. Position the patrol vehicles directly behind, and in direct line with, the suspect's vehicle, fully open the doors but maintain a position of cover inside the vehicle.
 - c. Both officers remain at the cover position of their patrol cars until all occupants are removed. (Generally to the side opposite the traffic flow). Order suspects one at a time to come back to your cars and lay face down.
 - d. Utilize weapons in "ready" position.
 - e. The primary officer will determine who conducts the search. The non-searching officer will cover the searching officer.
 - i. The searching officer holsters his weapon.
 - ii. Handcuff behind the back. Handcuffing should be done with the suspect in the kneeling position or laying face down.
 - iii. Search the arrestee after he is handcuffed and while he is in the standing or kneeling position.
 - iv. The search may also be done with the suspect face down on the ground.
 - v. The searching officer never crosses the line of fire of the cover officer.
 - vi. The cover officer should never point his weapon at the searching officer.
 - f. When the last visible occupant is removed and secured:
 - i. Call for a possible unseen suspect to get out of the vehicle.

- ii. The primary or back-up officer will move forward to the rear of the suspects' vehicle with his weapon ready and carefully check the trunk (standing to the side of the vehicle) and interior of the vehicle.
- iii. The back-up officer moves up to form a broad-based triangle in covering his partner.

E. Back-up Units:

1. CAUTION: If the primary units have already stopped the vehicle, back-up officer(s) will not roll into the scene so quickly as to place themselves in jeopardy on the final approach. They should ascertain that the primary unit is not under fire or "cornered" before committing themselves.
2. Once the stop is initiated, all other units will remain off the radio except the primary unit, unless the situation dictates otherwise. Other units will have to monitor for directions from the primary unit.
3. Upon securing all suspects at location, additional units should be cancelled if the situation is under control.
4. The parking position of back-up units will be affected by the conditions of the roadway and terrain in which the stop will be made. Some degree of modification will therefore be required in some instances. The basic positions for units will be followed as closely as possible.
 - a. A "rear position" back-up unit should EXTINGUISH headlights to minimize any silhouette, leaving only parking lights on.
 - b. When officers from the primary unit move forward, the rear position back-up officer moves forward to assume the vacant position left at the primary unit.
 - c. Normally back-up officers should not approach the suspects or leave the protection of their vehicles without the direction and concurrence from the officer in command.
 - d. Back-up officers should stay in a low silhouette protected position behind the patrol vehicle until directed otherwise.
 - e. When possible, vehicles and/or officers approaching from other angles should be directed by the primary officer to positions as necessary to:
 - i. Reduce the chance of officers being caught in crossfire.
 - ii. Prevent officers from being blinded by police vehicle lights at night.

- f. The officer taking charge of the situation must take positive command and issue orders to other officer(s) to ensure safety.

23.3.10 TRAFFIC ENFORCEMENT PRACTICES AND STRATEGIES

- A. All uniformed officers should place their traffic enforcement emphasis on violations which cause collisions, at the times and places where they most occur.
 1. All officers should maintain high visibility while working general enforcement, especially at locations of frequent crashes.
 2. When working selective traffic enforcement areas, officers should not seek a totally concealed position for the purpose of traffic enforcement.

B. Enforcement Tactics, Marked Vehicles

1. Normal circumstances:
 - a. Officers will enforce traffic laws during routine patrol. Enforcement action will be taken in those cases where a violation is observed by officers patrolling their zones.
 - b. Enforcement action should follow crash statistics and/or in response to complaints from the public.
 - c. To maximize the effectiveness of a selective enforcement effort, officers should park in a conspicuous location and in such a manner that traffic flow is not impeded.
2. Covert Circumstances:
 - a. Officers wishing to conceal their monitoring of traffic signals, signs, or running radar, can do so by placing their vehicles in areas that cannot be seen by the public.
 - b. Private property should be avoided as well as areas that would cause a hazard to the officers or other motorists upon the marked vehicle entering traffic.

C. Enforcement Tactics, Unmarked Vehicles

1. Unmarked vehicles may be used for traffic enforcement to be less conspicuous to the public.
2. Unmarked cars used for traffic enforcement will be equipped with emergency lights and siren.
3. Unmarked cars used **ONLY** as a radar/laser platform will not be required to have

emergency lights and siren. However, these radar/laser platforms **WILL NOT** be used to stop vehicles if not equipped with emergency lights and siren.

D. Traffic Observation Posts

1. Traffic Observation Posts are used to enhance neighborhood safety through high visibility, proactive traffic enforcement.
2. Participation in Traffic Observation Posts will be limited to those officers who have received training in its use, operation, and safety measures involved.
3. Traffic Observation Posts will be used with the following provisions:
 - a. Supervisor approval
 - b. Daylight operations only
 - c. Duration not to exceed 60 minutes in a single location
 - d. Minimum of two officers; maximum of three officers
 - e. Two-lane roadways only
 - f. Speed limit of 35mph or less
 - g. Violations or suspicious activity will be documented (UTCs, written warnings, FIRs, etc.)
4. Officers participating in Traffic Observation Posts must wear their traffic vest.

23.3.11 DRIVER RE-EXAMINATION REQUESTS

- A. Officers who encounter a motorist whose driving ability is questionable due to a mental or physical condition should request the motorist's driving ability be re examined.
- B. A person's age or incomplete knowledge of traffic laws alone is insufficient grounds to justify involuntary driver's license re examination.
- C. Driver re examination requests may be submitted in three ways as follows:
 1. If the motorist in question was the driver in a crash, the officer can make the appropriate entry on the crash report and enter an explanation of the request in the narrative;
 2. If not a crash case, the officer shall complete the Department of Highway Safety and Motor Vehicle Medical Reporting Form and submit the form to the Records Section

for processing; or

3. The officer shall submit the driver re examination request through the Driver and Vehicle Information Database (DAVID).

23.3.12 ENFORCEMENT OF PARKING REGULATIONS

- A. All existing parking regulations will be enforced with reasonableness and impartiality in all areas of this jurisdiction.
- B. Officers may enforce parking laws by maintaining a general surveillance for parking violations while on patrol or in response to a complaint from the public.
- C. Officers who discover a vehicle parked in violation of the law may:
 1. Issue a Town of Jupiter Parking Citation if the vehicle is parked in violation of town parking ordinances.
 2. Issue a Florida Uniform Traffic Citation if vehicle is parked in violation of Florida Statutes.
 3. The Florida Uniform Traffic Citation will not be issued for violations of town parking ordinances.
 4. If the vehicle is unattended, attach the parking citation to the vehicle in a conspicuous place.
 5. If appropriate, a warning may be issued for the parking violation.

23.3.13 SELECTIVE TRAFFIC ENFORCEMENT

The ultimate goals of selective traffic enforcement are to reduce traffic crashes and gain voluntary compliance with traffic laws and regulations. This is achieved through the proactive approach to traffic enforcement based on analysis of crash data.

- A. Each month, an analysis of traffic crash data will be provided to supervisors. The analysis report will include geographic, temporal and causative factors. This will be achieved by collecting the following information from the traffic crash reports:
 1. Total crashes;
 2. Locations of crashes;
 3. Time of crashes;
 4. Days crashes occurred;

5. Severity of crashes (injury or no injury);
 6. Violation factors in the crashes; and
 7. Traffic violations.
- B. This analysis is used in preparing the proactive approach to traffic enforcement strategies. This proactive approach employs personnel, techniques and equipment (radar, laser, SMART trailer, etc.) to best resolve the targeted traffic problem.
 - C. Proactive traffic enforcement techniques will be undertaken in those areas where analysis of traffic crashes and violations indicate special attention is needed. Patterns of causes and/or sudden increases in the number or severity of crashes are causes for proactive enforcement activity at a given location.
 - D. This proactive approach to traffic enforcement efforts is established on a continuing basis. These efforts will be constantly monitored and formally reviewed for effectiveness by the Shift Supervisor or his designee.
 - E. The Shift Supervisor will deploy Traffic Officers to areas having the greatest concentration of crashes and violations, and at such times research has shown these to occur.
 - F. The purpose of the assignment is to take enforcement action against those violations determined to cause crashes. Crash location data may also influence the geographic distribution of patrol district units.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 23.4 - Traffic Citations

Subject: Traffic Citations	Issued: 01/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 02/16
Signature: <i>Signature on File</i>	Revision #: 6

PURPOSE

The purpose of this General Order is to ensure that our agency conforms and complies with Florida State Statute 316.650 regarding the issuance of traffic citations

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department has established guidelines for the preparation, issuance, processing and maintenance of traffic citations/parking tickets issued by members of this agency. This policy also addresses traffic court hearing(s) which may arise as a result of the issuance of traffic citations/parking tickets.

23.4.1 TRAFFIC CITATION ACCOUNTABILITY

- A. The Jupiter Police Department maintains strict accountability for all Uniform Traffic Citations.
- B. Members will obtain all traffic citation and parking ticket books from the Records Section. All traffic citation and parking ticket books will be stored in a locked supply cabinet in the Records Section. A citation tracking log will be maintained in the office and members will sign for each traffic citation book issued. The appropriate citation series numbers from each book must be noted on the tracking log
- C. Upon receiving the citation and ticket books, officers will examine all the pre numbered citations to insure that each form is present and complete. If any form is found to be missing, damaged or incomplete, a memorandum will be completed by the officer. The memorandum will be reviewed by the immediate supervisor and forwarded to the Records

Section. Missing citations will be logged in the Individual Accountability Record.

- D. Upon verifying that all citations are accounted for, officers will complete the first two pages of the citation book marked Officer's Receipt and return them to the Records Section for filing.

23.4.2 ISSUANCE OF CITATIONS

- A. Officers issuing traffic citations will be required to submit to his/her supervisor the Court Copy of all citations along with any supporting documentation prior to the end of his/her shift.
- B. The Violator copy will be given to the violator and the record will be maintained in the RMS system and will be accessible via the MCT.
- C. Records personnel will be responsible for completion of the transmittal sheet on all completed citations submitted. A copy of the transmittal log will be forwarded to the Clerk of the Court for accountability purposes.

This allows our agency to comply with the Florida Statutes which require all Uniform Traffic Citations be filed with the Clerk of the Court within five (5) working days of issuance.

- D. Officers issuing parking tickets will attach the Violator Copy (yellow envelope) to a conspicuous place on the violator's vehicle and turn in the Agency Copy (white copy) at the end of his/her tour of duty. Similar to traffic citations, the Officer/Agency Copy (pink copy) will remain with the issuing officer for a period of at least one year from the date of issuance.
- E. Officers will complete a Citation Witness List, when appropriate, on all Civil Traffic Infractions. The Citation Witness List will include witnesses(s) name(s) and addresses. The Citation Witness List will be submitted with the court copy of the citation.
- F. Officers issuing traffic citations will explain the citation to the driver, including providing information relative to;
1. The nature of the violation;
 2. Whether the violation is a criminal or moving/non moving, non criminal infraction and whether the offense may be paid by mail or requires a court appearance.
 3. Court appearance schedule, if appropriate;
 4. The amount of the fine, if the fine may be paid by mail;
 5. The appeal process available through the Clerk of the Court.

6. The availability of Driver Improvement School.

- G. The officer should issue the violator a Palm Beach County Clerk of the Court informational pamphlet explaining the violator's rights and responsibilities to augment the information provided verbally by the officer.
- H. Officers will attach all Uniform Traffic Citations issued to an arrested defendant to the Clerk of the Court copy of the arrest paperwork.
- I. Citations to be corrected or amended will be returned to the agency via the court liaison. The citation corrections will be completed by the officer and returned to the Clerk of the Court.

23.4.2 ISSUANCE OF HANDWRITTEN CITATIONS

- A. In the event an officer needs to issue a citation and the MFR program is not available, copies of the handwritten citation will be distributed as follows:
 - 1. The yellow copy will be provided to the violator.
 - 2. The pink copy will be maintained by the Officer for his or her records.
 - 3. The top original copy and the court copy will be submitted to the Records section for processing into the RMS system.
- B. Issuance of handwritten citations will be limited to circumstances where the MFR program is not available for use.

23.4.3 UNUSED CITATIONS

- A. Upon retirement, resignation, or termination, the member's citation book(s) will be surrendered to the Administrative Services Division. The unused citations will be returned to the Records Section for reissue. Citations which are unusable will be handled as in Voiding Citations, below.
- B. Un-issued citations which are reissued will be logged into the citation tracking log maintained by the Records Section.

23.4.4 LOST OR STOLEN CITATIONS

- A. If a citation is lost or stolen, the member will immediately notify their supervisor and complete a memorandum detailing the circumstances surrounding the lost or stolen citation.
- B. A copy of the memorandum will be forwarded to the Records Section so the lost or stolen citation can be entered into the Individual Accountability Record.

- C. The Records Section will notify DHSMV via e-mail of the voided citation(s).
- D. The Records Section will designate the citation number(s) as voided due to being lost/stolen in the records management system.

23.4.5 VOIDING CITATIONS

- A. Members are authorized to void citations they have issued. Justification for voiding a citation may include:
 - 1. The violator locates his driver's license, registration, or proof of insurance during the initial contact, or
 - 2. The citation identifies the wrong person or wrong charge, or
 - 3. Incorrect information was entered on the citation.
- B. Any citation that is being voided or declared spoiled must consist of the original and all copies. The member must sign the signature line on the citation and write the word "VOID" or "SPOILED" on the face of the citation. The member must attach the citation to a memorandum detailing the reason for the void or spoil of the citation.
- C. After review, the Supervisor will forward the memorandum and attached citation to the Records Section so the voided or spoiled citation can be entered into the Individual Accountability Record as well as documented in the records management system.
- D. The Records Section will notify DHSMV via e-mail of the voided citation.

23.4.6 AUDITS

Audits of traffic citations will be conducted as instructed by the Chief of Police. The audits will be conducted by an individual designated by the Chief of Police, and a written report outlining the results of the audit will be forwarded to the Chief of Police.

23.4.7 TRAFFIC HEARINGS

- A. Subpoenas received by the Records Section will be entered into the computer subpoena log and recorded in the subpoena log book. Subpoenas will be forwarded to the officer's shift/unit supervisor who will distribute the subpoenas to the respective officers and have them initial and date the subpoena log book for any subpoenas received.
- B. The subpoena will identify the subject, the citation number, the offense charged, the officer, and the date which the officer's appearance is required.
- C. Officers are reminded to complete the State Attorney's Office Notice of Vacation/ Attendance at School Form. Should a conflict arise concerning leave or

attendance at school, it will be the responsibility of the affected officer to contact the Clerk of the Court to resolve the issue.

- D. Failure to appear for traffic hearings may result in disciplinary action, in accordance with General Order 1.4, Conduct and Duty Requirements.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 23.5 - DUI Enforcement**

Subject: DUI Enforcement	Issued: 04/03
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 05/19
Signature: <i>Signature on File</i>	Revision #: 3

PURPOSE

The purpose of this General Order is to establish guidelines for conducting a Driving Under the Influence (DUI) Countermeasures Program, for the enforcement of the DUI statutes, and for the investigation of DUI-related traffic collisions.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

The Department fully supports a comprehensive cooperative DUI Countermeasures Program, and has established DUI enforcement as one of its highest priorities. Sworn officers must be alert for signs of alcohol and/or drug impairment in all contacts with motorists and make every effort to detect and apprehend them. After conducting an initial examination at the scene of the traffic contact and upon determining that probable cause to arrest is present, officers will affect a physical arrest of the subject.

Evidentiary test(s) will be offered in accordance with state and local requirements. Officers are reminded that evidentiary tests are supplemental tools only, and a refusal to submit to any evidentiary test will not constitute cause to issue a citation for a lesser charge.

All sworn officers will be trained in DUI Detection and Field Sobriety Tasks, and receive appropriate in-service refresher training on a periodic basis.

DISCUSSION

DUI Countermeasures Programs, the enforcement of the DUI statutes and the investigation of DUI-related traffic collisions have become increasingly more sophisticated. The heightened concern of the public and the need for more and precise enforcement and investigative techniques require a set of concise operational guidelines.

DEFINITIONS

Actual Physical Control - The act of being present inside a vehicle with the capability to operate said vehicle, regardless of whether or not the person is actually driving or operating the vehicle at the time.

Breath Test Operator - A person specially trained in the operation of a breath test instrument (i.e. Intoxilyzer 8000).

Driver / Operator - A person who operates, or is in actual physical control, of a vehicle on any roadway or property, public or private, in the State of Florida.

DUI - Driving within this state while under the influence of an alcoholic beverage, chemical substance, or controlled substance to an extent the individual's normal faculties have been impaired; or,

Driving with a blood alcohol level at 0.08 or more grams of alcohol per 100 milliliters of blood; or,

Driving with a breath alcohol level of 0.08 or more grams of alcohol per 210 liters of breath; or

Driving a commercial vehicle as defined by FSS 316.003 (66) with a blood alcohol level of 0.04 or more grams of alcohol per 100 milliliters of blood; or

Driving a commercial vehicle as defined by FSS 316.003 (66) with a breath alcohol level of 0.04 or more grams of alcohol per 210 liters of breath; or

A person under the age of 21 who has a blood alcohol or breath alcohol level of 0.02 or higher.

DUI Enforcement Officer - A police officer who is specially trained and equipped to apprehend and process alcohol and/or drug impaired drivers.

DUI/Safety Checkpoints - See General Order 23.7, DUI Safety Checkpoints and Driver License Checkpoints

Drug Recognition Expert (DRE) - A police officer who has specialized training in gathering evidence necessary to substantiate charges of drug influence in DUI cases.

Nystagmus - The involuntary jerking of the eyes.

Standardized Field Sobriety Tasks - A series of scientifically validated, psychophysical tasks

used by an investigating officer to assess a subject's physical and mental level of impairment. These tasks test a person's ability to safely operate a motor vehicle. Three tasks have been scientifically validated by the National Highway Traffic Safety Administration (NHTSA): Horizontal Gaze Nystagmus, Walk and Turn, and One Leg Stand.

23.5.1 INITIAL CONTACT PROCEDURES

There are three phases to a DUI Investigation. Phase One is the officer's observation of the vehicle in motion. Phase Two is the officer's personal contact with the driver. Phase Three is the pre-arrest screening (Standardized Field Sobriety Tasks).

A. Phase One - Vehicle in Motion

The visual cues listed below are indicators that an operator of a motor vehicle may be intoxicated:

1. Turning with a wide radius.
2. Straddling center or lane marker.
3. Appearing to be impaired.
4. Almost striking object or vehicle.
5. Vehicle weaving within or across lane lines.
6. Driving off roadway.
7. Vehicle swerving.
8. Abnormally slow speed, 10 or more m.p.h. under the posted limit.
9. Vehicle stopping, without cause, in a traffic lane.
10. Following too closely.
11. Drifting from traffic lanes.
12. Driving in opposing lane/wrong way on one-way.
13. Braking problems (too far/too short/too jerky).
14. Improper or unsafe lane change.
15. Signaling inconsistent with driving actions/failure to signal.
16. Slow response to traffic signals.
17. Improper or illegal turn.
18. Accelerating and decelerating rapidly.
19. Headlights off in rain or darkness.
20. Varying speed.
21. Slow or failure to respond to officer's emergency lights and siren.
22. Stopping inappropriately in response to officer.
23. Inappropriate/unusual behavior (throwing objects, arguing, etc.).

B. Phase Two - Personal Contact

When an officer suspects that a vehicle operator may be impaired, the officer should note the action of the driver, and initiate a traffic stop. The officer should also note the following indicators of impairment during the personal contact phase of the investigation:

1. Clothing description, including the condition.

2. The presence of odor of an alcoholic beverage on the driver's breath or marijuana inside the vehicle.
3. Demeanor of the driver.
4. Whether the driver's face is flushed, pale, or normal.
5. Whether the driver's eyes are bloodshot, watery, or normal.
6. Whether the pupils of the eyes are constricted, dilated, or normal.
7. Whether the driver is hiccupping, belching, vomiting, or any other unusual actions.
8. Whether the driver's speech is mumbled, slurred, understandable, thick-tongued, or stuttered.
9. Whether the driver's dexterity is clumsy, slow, or deliberate.
10. Difficulty with motor vehicle controls.
11. Fumbles with or drops license, registration, wallet, purse, etc.
12. Difficulty exiting the vehicle.
13. Repeating questions or comments.
14. Swaying, unsteady, or balance problems.
15. Leaning on vehicle or other object.
16. Forgets to provide requested documentation.
17. Fails to see driver's license/registration while looking.
18. Difficulty retrieving objects using fingertips.
19. Slow to respond to officer/officer must repeat.
20. Provides grossly incorrect information, changes answers.
21. Produces documents other than requested.
22. Fumbling fingers.
23. Alcohol containers inside vehicle.
24. Drugs or drug paraphernalia.
25. Bruises, bumps, or scratches.
26. Admission to drinking.
27. Inconsistent responses.
28. Unusual statements.
29. Abusive language.
30. Cover-up odors.
31. Driver ignores officer's questions and concentrates only on finding driver's license/registration.
32. Driver forgets to resume search after answering officer's questions.

23.5.2 ROADSIDE SOBRIETY TASKS

When the officer believes that the driver's ability to operate a vehicle is impaired, the officer will request the driver submit to Standardized Field Sobriety Tasks. The purpose of the tasks is to obtain objective criteria with which to evaluate the extent to which the driver's normal faculties may be impaired.

- A. All suspected DUI drivers will be offered a standard group of tasks to obtain evidence with which to either support or reject the assumption that the driver is impaired. The officer administering this group of tasks may eliminate some of the tasks due to physical limitations or possible injury to the suspect.

- B. Ascertain if the operator has any medical problems or is currently taking medication(s).
- C. Check to make sure that the operator understands English.
- D. In an effort to gain the suspect's cooperation, he/she will be dealt with in a professional manner at all times.
- E. Miranda warnings will not be read to the suspect at this time, unless the officer is conducting a DUI/Traffic Crash Investigation. Florida courts have ruled that roadside questioning of a motorist detained pursuant to a routine traffic stop will normally not constitute a "custodial interrogation" for purposes of Miranda.
- F. The suspect does not have the right to have an attorney present during roadside sobriety tasks because there is no interrogation.
- G. If the driver refuses field sobriety tasks they must be advised that if he/she continues to complete roadside tasks, the investigating officer will have to base an arrest decision on what has been observed of the operator so far and this refusal can and will be used against them in any future court proceedings. Should the driver continue to refuse field sobriety tasks, the investigating officer will evaluate all other evidence and circumstances to determine whether or not probable cause exists for physical arrest.
- H. The officer will demonstrate a minimum of three (3) of the following field sobriety tasks. These field sobriety tasks are approved by the National Highway Traffic Safety Administration.

1. Horizontal Gaze Nystagmus

- a. First find out if the suspect has any problems with his/her eyes. If the suspect has a medical problem other than poor vision (wears glasses), or is blind in either eye, HGN cannot be administered.
- b. Ask if the suspect wears glasses or contacts. If the suspect is wearing glasses, they must be removed prior to the administration of the Horizontal Gaze Nystagmus task. If the suspect wears contacts, the investigating officer should ask whether or not the suspect is currently wearing his/her contacts and determine whether the contacts are soft or hard lenses. The suspect does not have to remove his/her contacts prior to conducting the Horizontal Gaze Nystagmus task.
- c. Give the suspect the following instructions from a position with your weapon away from the suspect.
 - i. I am going to check your eyes. (Please remove your glasses.)
 - ii. Keep your head still and follow the stimulus with your eyes only. (The

stimulus can be your finger, a pen, or a penlight.)

- iii. Do not move your head.
 - iv. Do you understand these instructions? (Obtain verbal response from suspect)
- d. Prior to moving the stimulus from side-to-side, the officer should check that the suspect's pupils are equal in size and confirm that the suspect does not have resting nystagmus (eyes bouncing while looking straight ahead). If the officer observes an unequal pupil size or resting nystagmus, this could indicate an underlying medical condition and the Horizontal Gaze Nystagmus task cannot be performed. The officer may need to have the suspect medically evaluated to determine the cause of an unequal pupil size (such as head trauma). In doing this task, both eyes will be checked for equal tracking, lack of smooth pursuit, distinct and sustained nystagmus at maximum deviation, and the onset of nystagmus prior to 45°. Validated cues of impairment during the Horizontal Gaze Nystagmus task are lack of smooth pursuit (left and right eyes), distinct and sustained nystagmus at maximum deviation (left and right eyes), and the onset of nystagmus prior to 45° (left and right eyes). There are a maximum of 6 possible cues.
- e. The officer will note each cue of the suspect's eyes during the Horizontal Gaze Nystagmus task, making two passes with the stimulus while checking for each cue. If four or more of six possible cues are observed, there is a positive indication of impairment.
- f. Officers who have not been trained in administering Horizontal Gaze Nystagmus will use the Finger-to-Nose task.

2. Walk and Turn

- a. Before giving instructions, ask the suspect if he/she has any problems with his/her back or legs.
- b. Have the suspect assume the heel-to-toe stance, giving the following instructions:
 - i. Put your left foot on the line and put your right foot in front of it with your right heel touching your left toe. Keep your hands at your side. (Demonstrate the position)
 - ii. Do not start until I tell you to.
 - iii. Do you understand? (Obtain verbal responses from the suspect)

- iv. When I tell you to begin, take nine heel-to-toe steps on the line, turn around keeping one foot on the line, and return nine heel-to-toe steps. (Demonstrate – 3 steps is sufficient)
 - v. On the ninth step, keep the front foot, on the line and turn by taking several small steps with the other foot. (Demonstrate turn)
 - vi. While walking, watch your feet at all times, keep arms at your side, count each step out loud, and once you begin do not stop until the task is completed.
 - vii. Do you understand the instructions? (Obtain verbal response from suspect)
 - viii. You may begin the task.
- c. Validated cues of impairment for the Walk and Turn task are: unable to keep balance while listening to instructions, starts before instructions are finished, stops while walking, does not touch heel to toe, (leaving gaps of more than approximately half of an inch between steps), steps off line, uses arms for balance, (raises arms more than six inches from sides), turns incorrectly, and incorrect number of steps. There are a maximum of eight possible cues.
- d. The officer will note each during the suspect's performance of the Walk and Turn task. If two or more of the eight possible cues are observed, there is a positive indication of impairment.

3. One-Leg Stand

- a. Initiate the task by giving the following verbal instructions while demonstrating:
 - i. Stand with your feet together (heels and toes), and your arms down at your sides (Demonstrate).
 - ii. Do not begin the task until I tell you to.
 - iii. Do you understand? (Obtain a verbal response from suspect)
 - iv. When I tell you to begin, raise one leg (either leg) about six inches off the ground, foot pointed out. Keep both legs straight and keep your eyes on the elevated foot.
 - v. While holding this position, count out loud; one thousand one, one thousand two, one thousand three, and so forth, until told to stop. (Demonstrate)

- vi. Do you understand the instructions? (Obtain verbal response from suspect)
- vii. You may begin. (Use your watch to time the suspect for 30 seconds)
- b. Validated cues for the One Leg Stand task are: sways, puts foot down, uses arms to balance (raises arm more than six inches from sides), and hopping/lost balance. There are a maximum of four possible cues.
- c. The officer will note each cue during the suspect's performance of the One Leg Stand task. If two or more of four possible cues are observed, there is a positive indication of impairment.

4. Finger-to-Nose

Officers who have not been trained in administering Horizontal Gaze Nystagmus should use the finger-to-nose task in addition to the above tasks. In this case, the officer should give tasks in this order: Horizontal Gaze Nystagmus, Walk-and Turn, One-Leg Stand, and Finger-to-Nose.

- a. Explain the task to the suspect by giving the following verbal instructions while demonstrating:
 - i. Stand with your feet together (heels and toes), arms at your sides, with your index fingers pointed out.
 - ii. Do not start until I tell you to.
 - iii. Do you understand? (Obtain verbal response from suspect)
 - iv. When I tell you to begin, tilt your head back slightly and close your eyes.
 - v. I will call "left" or "right". When I do, you must raise the hand I call and touch the tip of your index finger to the tip of your nose (Demonstrate)
 - vi. After touching your nose, return your hand immediately back down to your side.
 - vii. Do you understand the instructions? (Obtain verbal response from suspect)
 - viii. You may begin.
- b. The proper order for the fingers is left, right, left, right, right, and left. Do not tell the suspect to take his finger off his nose. If the task must be completed a

second time, the cadence will be right, left, right, left, left, right.

- c. Cues for the Finger-to-Nose task are: does not keep eyes closed, misses tip of nose with tip of index finger, fails to return arm to side, uses wrong hand for the task, and unable to perform task. There are a maximum of 5 possible cues.

5. Romberg Alphabetical

This is another recognized task that may be used.

- a. Explain the requirements, using the following verbal instructions, followed by demonstrations:
 - i. Stand with your feet together (heels and toes), arms at your sides. (Demonstrate)
 - ii. Do not start until I tell you to.
 - iii. Do you understand? (Obtain verbal response from suspect)
 - iv. What is your highest level of education? (Do you know the alphabet from A through Z? If not, can you count from 1 to 26?)
 - v. When I tell you to begin, tilt your head back, close your eyes, and recite (or count), as requested, in a slow, non-rhythmic manner and in a clear voice so that I can hear you. (Demonstrate)
 - vi. Do you understand the instructions? (Obtain verbal response from suspect)
 - vii. You may begin.
- b. Cues for the Romberg Alphabet task are: does not keep eyes closed, sways more than two inches, uses arms for balance (raises arm more than six inches from side), loses balance, incorrectly recites the alphabet or numbers, and unable to perform task. There are a maximum of 6 possible cues.

6. Modified Romberg Balance

This task may be administered in addition to any of the above tasks to gather additional evidence that a subject may be under the influence of chemical or controlled substance. Although not officially recognized (or standardized) by the National Highway Traffic Safety Administration, this task is frequently used when drug impairment is suspected. Due to the fact that there are not specific cues to indicate drug impairment, officers should note any potential indications of impairment during this task.

- a. Explain the instructions to the suspect by giving the following verbal instructions and demonstrating:
 - i. Stand with your feet together (heels and toes), arms at your sides. (Demonstrate)
 - ii. Do not begin the task until I tell you to begin.
 - iii. Do you understand? (Obtain verbal response from suspect)
 - iv. When I tell you to begin, tilt your head back, close your eyes, and estimate the passage of thirty (30) seconds in your head. (Demonstrate head tilt, but do not close your eyes)
 - v. When you believe thirty (30) seconds has elapsed, tilt your head forward and state "STOP."
 - vi. Do you understand the instructions? (Obtain verbal response from suspect)
 - vii. Begin. (Use stopwatch to time how long the suspect counts in his/her head, stopping the stopwatch when the suspect tilts head forward and advises officer to stop)
- b. Although there are not definitive cues to look for, the officer can note any of the following for potential impairment: Does not tilt head back and close eyes when told to begin, counts out loud rather than in his/her head, does not keep eyes closed, uses arms for balance (raising more than six inches from sides), sways (side- to-side/front-to-back), loses balance, eyelid tremors, body tremors, grossly under/overestimating the passage of 30 seconds, debris in nostrils (possible indicator of snorted substance), etc.

23.5.3 ARREST PROCEDURES (ADULTS AND JUVENILES)

- A. **When probable cause is established for a Driving Under the Influence charge, the officer will arrest the offender.**
- B. The officer will remove all personal property from the arrestee and place it in a property bag. The arrestee is not to have anything in his/her mouth.
- C. The arrestee's vehicle will be cared for in accordance with General Order 23.6, Vehicle Impound and Towing, or may be turned over to a responsible and sober person.
- D. The officer will record in the Probable Cause Affidavit all observations of alcoholic beverage cans or bottles that were found in the arrestee's vehicle or on his/her person, and/or any other evidence found in relation to a DUI offense, or companion offense.
- E. The driver will be advised of the charge and transported to the Palm Beach County Sheriff's Office Breath Alcohol Testing Facility for further investigation.

- F. Upon arrival at the Breath Alcohol Testing Facility, the officer will be responsible for monitoring the arrestee's activity for twenty (20) consecutive minutes, prior to the breath test. If the suspect ingests or regurgitates anything, the observation period will be restarted.
- G. The PBSO Breath Technician will direct the officer to request a breath test from the arrestee.
1. If the arrestee agrees to submit to the test, the PBSO Breath Technician will give the arrestee instructions and administer the breath test.
 - a. If the arrestee provides at least one breath sample which is at or exceeds the legal limit, the officer will issue the arrestee a DUI citation for the appropriate offense (issuing a court date if the offense is a misdemeanor) and confiscate the arrestee's driver's license. Do not issue a court date for felony offenses.
 - b. The highest breath test result will be recorded in the "BAC" field on the citation and the officer will check the "Driving with an unlawful blood or breath alcohol level" box at the bottom of the citation and book the arrestee into the Palm Beach County Jail.
 - c. If both breath results are under the legal limit, the officer will request the arrestee provide a urine sample to detect the presence of chemical or controlled substances and follow the procedures for obtaining a urine sample outlined in this General Order.
 2. If the arrestee questions the test or refuses to take the test, the officer will read him/her implied consent, confirm the arrestee's understanding, and again request the arrestee provide a breath sample. If the arrestee continues to refuse the officer will note the time of refusal.
 - a. The officer will issue the arrestee a DUI citation for the appropriate offense (issuing a court date if the offense is a misdemeanor) and confiscate the arrestee's driver's license. Do not issue a court date for felony offenses.
 - b. The officer will write "REF" (Refused) in the "BAC" field of the DUI citation and check the "Refusal to submit to lawful breath, blood or urine test section 322.2615" box at the bottom of the citation.
 - c. The officer will complete a Refusal to Submit Affidavit for breath/urine and book the arrestee into the Palm Beach County Jail.
- H. If a breath test results in a reading below the unlawful limit, the officer will next request a urine sample for the detection of chemical or controlled substances.
1. If the arrestee complies with the request for a urine drug screen, a collection monitor will accompany the arrestee to the collection site and observe the collection of the

sample to be tested.

- a. Once collection is complete, the monitor will identify the sample with the arrestee's name, the date, time of sample, and initials of the monitor.
 - b. Evidence tape will be placed over the specimen container and initialed. Put the container into a plastic evidence bag and seal the bag with red evidence tape. Affix an evidence label to the outside of the evidence bag. The officer will place a Bio-Hazard sticker on the outside of the evidence bag, identifying urine as the hazard identity. A Palm Beach County Sheriff's Office Toxicology Request Form will be completed. The specimen will be secured into evidence, locked in the refrigerator located in the evidence packaging area.
 - i. The arresting officer will issue the arrestee a Uniform Traffic Citation (UTC) for the appropriate DUI charge and issue the arrestee a court date for misdemeanor offenses. The officer will not confiscate the arrestee's driver's license. Do not issue court date for felony offenses.
 - ii. The officer will write "Pending urine results" in the "Other violations pertaining to offense" box on the citation.
 - iii. Upon receipt of the Toxicology Analysis, the arresting officer will complete a supplemental report documenting the results of the urinalysis, reporting the detection or absence of chemical and/or controlled substances.
 - iv. The arresting officer will issue the arrestee a DUI citation (utilizing the same court date issued on the UTC, if applicable) if the presence of chemical and/or controlled substances is detected in the urine specimen.
 - c. If available, a Drug Recognition Expert (DRE) will be notified to respond to the BAT if there is a low breath- alcohol content and the suspect is willing to participate in the DRE evaluation.
 - d. Complete a Palm Beach County Sheriff's Office Toxicology Request Form located in the Evidence Packaging Area upon return to the Department.
 - e. Affix an evidence label to the outside of the sealed evidence bag with the urine specimen along with a Bio- Hazard sticker identifying "urine" as the hazard identity.
 - f. Secure the urine specimen in the locked refrigerator located in the Evidence Packaging Area.
2. If the arrestee questions the request for a urine sample or refuses to submit to a urine sample to test for chemical or controlled substances, the officer will read implied

consent, confirm the arrestee's understanding, and again request he/she provide a urine sample. If the arrestee continues to refuse, the officer will note the time of refusal.

- a. The officer will issue the arrestee a DUI citation for the appropriate offense (issuing a court date if the offense is a misdemeanor) and confiscate the arrestee's driver's license. Do not issue a court date for felony offenses.
 - b. The officer will write "REF" (Refused) in the "BAC" field of the DUI citation and check the "Refusal to submit to lawful breath, blood or urine test section 322.2615" box at the bottom of the citation.
 - c. The officer will complete a Refusal to Submit Affidavit for breath/urine and book the arrestee into the Palm Beach County Jail.
- I. If breath-alcohol level testing results are a 0.30 or above, or the arrestee appears to need medical attention, the officer will transport the arrestee to an appropriate medical facility for medical clearance before turning the arrestee over to the Palm Beach County Jail.
- J. Only use a DUI citation for DUI if the person refuses to submit to a breath or urine test [316.193 F.S.] or breath-alcohol content is 0.08 or above [316.193(1b) F.S.] on at least one breath test. Only use a Uniform Traffic Citation for DUI if the person provides a urine or blood sample.
- K. If the arrestee requests an independent blood test be done, an officer will not interfere with the person's opportunity to obtain an independent blood test and will provide the person with timely telephone access to secure the blood test. It is the person's responsibility to arrange and secure the blood test at the person's own expense. Palm Beach County Fire Rescue will not perform a blood test for a suspect. The arrestee's independent blood test will only be applicable after the suspect has provided a breath sample. If the suspect is only willing to submit to an independent blood test, then he/she is refusing to take the breath test. The arresting officer will read the arrestee implied consent, complete a Refusal Affidavit for Breath/Urine if the suspect continues to refuse to provide a breath sample, and the suspect is not entitled to an independent blood test.
- L. Palm Beach County Fire Rescue will be requested to respond whenever an arrestee complains of a medical problem during DUI testing. If the arrestee becomes hospitalized before a breath test is offered, then a blood test may be requested from the suspect. The procedure for this blood test will follow the same procedures as those utilized for a hospitalized traffic crash DUI suspect.
- M. Juvenile DUI Arrest Procedure – The same procedure will be followed for a juvenile arrestee as for an adult, with the following exceptions:
1. The arresting officer will notify the juvenile's parents or legal guardian of the arrest and request that they meet the officer at the Sheriff's Office "Front Desk" lobby area,

where the juvenile will be released to them after the DUI test has been administered. Or, the arresting officer may take the juvenile home and turn him/her over to the juvenile's parents.

2. If the parents or legal guardian cannot be located or do not respond, the juvenile will be transported to the hospital for clearance and then to the Juvenile Detention Center.

23.5.4 TRAFFIC CRASH INVESTIGATION (DUI) - NO INJURY/NON-SERIOUS INJURY

A. Procedure for DUI investigation of suspect who is not injured/hospitalized:

1. Conduct a crash investigation in accordance with General Order 23.1, Traffic Crash Investigations.
2. Once the officer has completed the investigation of a traffic crash and suspects the driver is impaired, the officer will inform the driver that the investigation of the traffic crash is complete and that a criminal DUI investigation is now being conducted.
3. The officer will read the suspect his/her Miranda warnings and conduct a post-Miranda interview with the suspect, if he/she is willing to cooperate.
4. Follow DUI investigation procedures stated in this General Order.

B. Procedure for DUI investigation of suspect hospitalized as a result of a traffic crash. The officer will adhere to the following:

1. Conduct a crash investigation in accordance with General Order 23.1, Traffic Crash Investigations.
2. Once the officer has completed the investigation of a traffic crash and suspects the driver is impaired, the officer will inform the driver that the investigation of the traffic crash is complete and that a criminal DUI investigation is now being conducted.
3. The officer will read the suspect his/her Miranda warnings and conduct a post-Miranda interview with the suspect, if he/she is willing to cooperate.
4. Establish probable cause that the suspect is under the influence of alcohol and/or chemical or controlled substances and that the suspect was the driver of a vehicle involved in the traffic crash.
5. If probable cause exists, the officer will arrest the suspect. The officer will determine from medical staff approximately how long the arrestee will receive

treatment in the medical facility.

- a. If the suspect is going to be quickly discharged and can be transported to the Palm Beach County Breath Alcohol Testing Facility in less than 3 hours from the time of the crash, the officer will transport the suspect to the BAT to request he/she provide a lawful breath sample and follow the procedures outlined in this General Order.
 - b. If the suspect cannot be transported to the Palm Beach County Breath Alcohol Testing Facility within 3 hours from the time of the crash, the officer will note in the Probable Cause Affidavit that obtaining a breath sample from the suspect was rendered "impossible or impractical" due to the suspect's length of stay in the medical facility. The officer will proceed with the following steps to request a blood test.
6. The officer will ask the suspect if he/she will submit to a blood test to detect the presence of alcohol and/or chemical or controlled substances.
7. If the suspect submits to the blood test, the officer will obtain a hospital doctor, registered nurse, clinical laboratory technologist, or any other person authorized by the medical facility authorized to draw blood for the purpose of withdrawal of blood from the suspect.
 - a. The officer will notify his/her supervisor and obtain a valid (non-expired) blood kit.
 - b. Record any medications administered to or taken by the suspect prior to the administration of the blood test.
 - c. Remove the contents of the blood kit. Provide the medical personnel tasked with drawing the suspect's blood with the instructions sheet and provided iodine swab in order to ensure the proper procedure is followed.
 - d. Complete the provided paperwork contained within the blood kit, to include the consent form, information card, vial labels, and plastic vial container label BEFORE the suspect's blood is drawn. Do not record time of blood draw until blood is drawn.
 - e. The officer will remain present while the blood is being withdrawn to document events as they occur.
 - f. When the officer receives a filled vial, the vial will be inverted several times to mix the blood with the anticoagulant. DO NOT SHAKE THE VIALS!
 - g. Document the time each vial was filled on the vial labels and immediately place the label on the side of the vial, ensuring the sticker touches both the rubber and

clear portions of each vial. Do not completely cover the top of the vial with the label.

- h. Place both vials in the provided clear plastic container and immediately seal the sides of the vial container with the provided evidence tape. The officer will record the time each vial was drawn on the label affixed to the clear plastic container. The officer will initial over the evidence tape, ensuring the initials touch both the evidence tape and the clear plastic container.
 - i. Obtain the medical personnel's signature on the provided information card. The officer will sign his/her name as the witness to the blood draw.
 - j. All Rules of Evidence will be strictly adhered with the blood kit remaining in the officer's custody until placed into evidence.
 - k. The officer will issue a Uniform Traffic Citation to the arrestee for the appropriate DUI offense and issue a court date, if offense is a misdemeanor. The officer will not confiscate the arrestee's driver's license at this time. Any additional citations may be issued to the arrestee at this time. Do not issue court date for felony DUI offenses.
 - l. Obtain medical clearance for the arrestee and transport him/her to the Palm Beach County Jail.
 - m. Complete a Palm Beach County Sheriff's Office Toxicology Request Form located in the Evidence Packaging Area upon return to the Department.
 - n. Place the sealed clear plastic container in the provided Bio-Hazard bag, in the same pocket as the absorption material. The officer will place any additional paperwork included in the collection kit in the other side of the provided Bio-Hazard bag, remove the backing tape on the Bio-Hazard bag, seal the bag, and place the Bio- Hazard bag back in the collection kit box.
 - o. Seal the collection kit box with evidence tape, initial over the evidence tape ensuring the initials touch both the tape and box, place an completed evidence label on the outside of the collection kit, and affix a Bio-Hazard sticker on the outside of the box identifying "blood" as the hazard identity.
 - p. Secure the collection kit in the locked refrigerator located in the Evidence Packaging Area.
8. If the suspect questions the reason for the test or refuses to submit, then the officer will read the driver the implied consent for request for blood sample. The officer WILL NOT read the standard implied consent warning to the suspect when requesting a blood test. If the suspect refuses to provide a blood specimen, the officer will read the following implied consent warning: "If you fail to submit to the test I

have requested of you, your privilege to operate a motor vehicle will be suspended for a period of one (1) year for a first refusal, or eighteen (18) months if your privilege has been previously suspended as a result of a refusal to submit to a lawful test of your breath, urine, or blood. Refusal to submit to the test I have requested of you is admissible into evidence in any criminal proceeding. Do you understand?" (Obtain verbal response from suspect) "Will you submit to a blood test?"

- a. If the suspect is willing to complete a blood test, refer to procedures outlined in section 23.5.4(B)(7).
 - b. If the suspect continues to refuse to submit, the officer will record the time of refusal and complete a Refusal Affidavit for blood.
 - c. Issue the arrestee a DUI citation and any other applicable citations.
 - d. Confiscate the arrestee's driver's license.
 - e. Obtain medical clearance for arrestee.
 - f. Transport the arrestee to the Palm Beach County Jail.
9. If probable cause has been established to place the suspect under arrest and the suspect is unconscious or incapable of refusing, read him/her your request to submit to a blood test. If the suspect does not answer, he/she is presumed not to have withdrawn his/her consent to such test [pursuant to 316.1932(1)(c) F.S.] and the officer will notify medical staff that a blood draw will be conducted. The blood draw will be conducted in accordance with section 23.5.4(B)(7).
10. If the officer becomes aware that a medical facility has drawn blood and detected the presence of alcohol and/or chemical or controlled substances, the officer may choose to draft a letter to the medical facility requesting the medical blood specimen be preserved for evidentiary purposes. In this case, the officer will note in his/her Probable Cause Affidavit and/or incident report that a request to preserve the medical blood specimen has been made and the State Attorney's office may subpoena the medical blood specimen for further analysis. The officer will not use the results of a medical blood toxicology analysis solely to substantiate the charge of DUI, there must be other factors establishing probable cause to arrest the suspect. **DO NOT RECORD MEDICAL BAC ON DUI CITATION OR BAC SECTION OF DUI PROBABLE CAUSE AFFIDAVIT.** In order for a blood specimen to be admissible, the officer must follow the correct procedure outlined within this General Order. Only law enforcement toxicology analysis results will be recorded on the DUI citation or BAC section of the DUI Probable Cause Affidavit.
11. If the officer suspects alcohol or drug impairment while the suspect is at the hospital but is unable to establish probable cause for arrest, the officer may request the suspect provide a voluntary blood sample for the purpose of determining the presence of

alcohol and/or chemical or controlled substances.

- a. If the suspect submits, the officer will notify hospital staff that a blood draw will be conducted.
 - i. Follow the same procedures for obtaining a blood specimen described in section 23.5.4(B)(7) of this General Order.
 - ii. DO NOT ISSUE ANY CITATIONS RELATING TO THE CRASH OR POSSIBLE DUI. The officer will advise the suspect that he/she is not being cited for DUI at this time. If the results of the toxicology analysis reveal an unlawful blood-alcohol level and/or the presence of chemical or controlled substances; he/she will be notified at that time. If ANY citations are issued, it starts the clock for speedy trial and could potentially destroy the case.
 - iii. The officer will not make an arrest at this time. If the results of the toxicology analysis reveal an unlawful blood-alcohol level and/or the presence of chemical or controlled substances, the officer will attempt to contact the suspect and issue a DUI citation. If the DUI is a misdemeanor offense, the officer may make a physical custody arrest or issue a Notice to Appear. If the DUI offense is a felony offense, the officer will make a physical custody arrest and book the arrestee into the Palm Beach County Jail.
 - iv. If the results of the toxicology analysis reveal an unlawful blood-alcohol level and/or the presence of chemical or controlled substances and the officer is unable to contact the suspect or the suspect is no longer willing to cooperate with the investigation, the officer will request a warrant be issued for the arrest of the suspect.
- b. If the suspect refuses to provide a blood sample and probable cause is unable to be established to arrest the suspect, the officer will not make an arrest. The officer will be responsible for recording the suspected alcohol or drug impairment indicators on the crash report.

23.5.5 TRAFFIC CRASH INVESTIGATION (DUI) - SERIOUS BODILY INJURY OR DEATH

- A. Upon determining a traffic crash has or is likely to result in serious bodily injury or death, a Traffic Homicide Investigator will be notified in accordance with the procedures outlined in General Order 23.1 - Traffic Crash Investigations.
- B. Officers will continue to make observations prior to the arrival of a Traffic Homicide Investigator, but will not begin or continue any investigation related to possible DUI charge.

1. Florida law states that it is a felony offense if a DUI driver causes serious bodily injury or death. Examples of serious bodily injury include, but are not limited to, a victim being listed in critical or guarded condition, prolonged unconsciousness, any paralysis resulting from an injury sustained in the crash, coughing up blood, any fracture of the skull, neck, back, hip, arms or legs, any injury that substantially impairs breathing, or any severe bleeding that is difficult to stop. The officer should request an opinion of serious bodily injury from a paramedic or physician who has examined or treated the patient.
2. All reasonable efforts should be exercised by the officer to obtain a blood sample in serious bodily injury and traffic fatality cases.
 - a. The investigating officer will notify the On-Call Assistant State Attorney to provide facts/circumstances of the traffic crash and give evidence proving the potentially impaired suspect caused the crash. This procedure does not apply if the possible DUI suspect was the only decedent or the only person who suffered serious bodily injury in the crash.
 - i. Inform the driver that the investigation of the traffic crash is completed and that a criminal DUI investigation is now being conducted. Read the suspect his/her Miranda warnings.
 - ii. If there is probable cause to arrest the suspect, as determined by the Traffic Homicide Investigator, the officer will place the suspect under arrest and transport the arrestee to a medical facility to conduct a blood draw (if suspect was not previously transported).
 - iii. If the Assistant State Attorney believes there is sufficient evidence to substantiate a forced blood draw, the officer will complete a search warrant to secure a blood specimen in accordance with General Order 17.4, Search Warrants.
 - iv. Upon receipt of the signed search warrant, the officer will read his/her request for the suspect to provide a blood sample.
 - v. The officer will conduct the blood draw in accordance with section 23.5.4 of this General Order, regardless of whether or not the arrestee provides his/her consent to such test.
 - b. If, for any reason the blood sample cannot be obtained, the State Attorney's Office will be contacted to subpoena the medical records from the hospital [316.1933(4) F.S.].
 - c. If the defendant is unconscious, the officer will have the blood drawn. Any person who is incapable of refusal of a blood test by reason of unconsciousness,

or other physical or mental condition, will be deemed not to have withdrawn his/her consent to such test [316.1932(1)(c) F.S.].

- C. When an officer investigates a fatal or potentially fatal traffic crash, the officer will not file criminal or civil infraction charges until consulting with the assigned Traffic Homicide Investigator.
1. Once probable cause for a criminal offense is determined by the Traffic Homicide Investigator, he/she will contact the State Attorney's Office for filing of the case.
 2. If a blood sample was taken, the individual actually taking the sample will be listed as a witness on the criminal affidavit.

23.5.6 DOCUMENTATION

- A. The DUI Probable Cause Affidavit provided at the Palm Beach County Breath Alcohol Testing Facility will serve as the primary report of record
1. List ALL traffic charges and attach a copy of all citations issued to the original of the DUI Probable Cause Affidavit left at the jail.
 2. If the arrestee refuses to take breath, urine, or blood test, then an appropriate Refusal Affidavit must be completed. Attach a copy of the Refusal Affidavit to the original affidavit. Turn in the original with your paperwork to the Department.
 3. All test results will be listed on the breathalyzer instrument printer card and on the DUI Probable Cause Affidavit. The highest breath result will be recorded on the DUI citation.
 4. A copy of the Department's vehicle storage receipt (tow sheet), included with the affidavit will be turned in at the Department. The driver's copy may be turned in with their property at the jail.
 5. The officer will complete a FULL agency report for any DUI arrest.

23.5.7 SECOND OFFICER DUI ARREST CASES

Occasionally, officers will stop a driver they suspect is impaired, but due to other circumstances, they are unable to complete the DUI investigation. In these cases, the original stopping officer will call for another officer to assist. The following procedures govern this situation:

- A. The responding officer will ask the original stopping officer, who was the driver and what events led to his/her contact with that driver. Once this is completed, the second officer will initiate an investigation in accordance with this General Order.
1. The original stopping officer will inform the responding officer what led him/her to

believe the suspect was impaired and provide that officer with a citation/written warning for the driving infraction. At that time, the original stopping officer will assume the role of back-up officer.

2. If probable cause is established by the primary officer, an arrest will be made.
3. The original stopping officer MUST complete a written supplemental Probable Cause Affidavit, which is a supplement to the arresting officer's report.
4. Other misdemeanor traffic arrests associated with the DUI arrest can be handled the same way. Make sure the arrest affidavit covers all aspects of the arrest.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 23.6 - Vehicle Impound and Towing**

Subject: Vehicle Impound and Towing	Issued: 01/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 10/18
Signature: <i>Signature on File</i>	Revision #: 7

PURPOSE

The purpose of this General Order is to establish guidelines for the impounding, inventory, storage and release of abandoned, stolen, seized, crime scene or arrestee operated vehicles and vessels.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The removal, impound, and securing of civilian vehicles and vessels will be handled according to law and this order.

DISCUSSION

Circumstances arise that require moving civilian vehicles and vessels at the direction of the Jupiter Police Department. Standardized procedures are essential so that legal requirements are met for the protection of the agency and the vehicle or vessel owner.

23.6.1 AUTHORITY

- A. Vehicle Removal: A police officer is authorized to remove vehicles from public property, when the person in control of the vehicle fails to do so, and:
1. It is necessary to provide for the safety and security of the vehicle.

2. The vehicle is disabled on a street or roadway and is obstructing traffic.
3. Removal is necessary for public safety.
4. The vehicle is abandoned, parked, or stored on the public traffic way in accordance with Town of Jupiter Ordinance 19-25(a), in other than designated parking areas, and within 30 feet of the roadway or pavement edge determined not to be private property, in accordance with state statute, or 24 hours in areas zoned residential, in accordance with Town Ordinance. (Vehicles abandoned in public access parking lots are not subject to towing by the Jupiter Police Department.)
5. Complaints received for derelict vehicles/vessels abandoned, parked or stored on private property will be referred to the Code Compliance Unit.
6. The vehicle has been stolen or used in the commission of a crime.
7. The vehicle is found being operated upon public roads of the Town of Jupiter in a condition that creates an immediate threat to the safety of other motorists or pedestrians.
8. The vehicle was used in the commission of a felony and confiscated according to the Florida Contraband Forfeiture Act.
9. The vehicle driver was taken into custody, and reasonable efforts to provide alternatives to impound are unsuccessful.

B. Vessel Removal: A police officer is authorized to remove and impound vessels when:

1. It is necessary to provide for the safety and security of the vessel.
 2. A vessel is found abandoned on any waterway in the Town of Jupiter, or when a vessel has been damaged and is a navigation hazard.
 3. Removal is necessary for public safety.
 4. The vessel has been stolen or used in the commission of a crime.
 5. A vessel is found being operated upon a waterway of this state in a condition that creates an immediate threat to the safety of the operator, occupants, or other boaters.
 6. A vessel has been used in the commission of a felony and is confiscated according to the Florida Contraband Forfeiture Act.
 7. The vessel operator is taken into custody and reasonable efforts to give the operator an alternative to impound are unsuccessful.
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23.6.2 IMPOUND PROCEDURES (GENERAL)

If reasonable efforts to contact the owner are unsuccessful (in the case of an abandoned vehicle/vessel), the driver is incapacitated, or the vehicle/vessel is being towed subsequent to a full custody arrest, the following will apply:

- A. A rotation wrecker will be contacted to tow the vehicle.
- B. A vessel may be towed to port, and if possible, towed to an impound facility for storage.
- C. The impounding officer will complete a Towed Vehicle and Inventory Receipt Form containing the following information:
 - 1. Case #
 - 2. Time
 - 3. Date
 - 4. Location
 - 5. Officer's name
 - 6. Reason for removal or tow
 - 7. The towing service name
 - 8. Vehicle storage location
 - 9. Notification (or attempts) to the registered owner
 - 10. Inventory of contents
 - 11. Placement and removal of holds
 - 12. Applicable NCIC/FCIC entry or removal.
- D. The officer will provide the tow truck operator with a copy of the Vehicle/Vessel Report after the operator signs it.
- E. Communications will enter the name, location, and telephone number of the towing/storage facility that has possession of the vehicle/vessel into the Vehicle Impound Log.

23.6.3 PROCEDURES FOR FORFEITURE

For forfeiture procedures refer to General Order 28.1, Forfeitures.

23.6.4 INVENTORY

- A. The impounding officer will conduct a complete inventory of every vehicle or vessel towed, impounded or stored, except as provided in Section 23.6.9 (Vehicles Used in the Commission of a Crime).
- B. Vehicles or vessels towed because of a crash, abandonment, or seized incident to an arrest will be towed per the rotation list or by a designee of the vehicle owner. The officer is responsible for inventorying the vehicle/vessel, its parts, and contents.
- C. The contents of the vehicle/vessel include, but are not limited to the following:
 - 1. All packages and containers located within the passenger compartment;
 - 2. The trunk, glove compartment area; and,
 - 3. Any other secured and unsecured area of the vehicle.
- D. **To ensure that liability does not attach for property located within any package or container, the contents of the package or container, whether it is open or closed, will be accounted for and inventoried.** If any container, trunk or compartment is locked, and the key is not available, the officer will contact a supervisor before taking any further action.

23.6.5 REMOVAL OF ATTENDED VEHICLES

- A. The owner or person responsible for the vehicle will remove attended inoperable vehicles that are obstructing a highway or roadway, or are otherwise creating a traffic hazard. The vehicle may be removed by wrecker if the driver/owner is unable or unwilling to remove the hazard or obstruction within a reasonable time.
- B. The vehicle owner or person responsible for the vehicle may remove the vehicle from the roadway and temporarily park the vehicle upon a public traffic way when the land adjacent to the roadway is public property. The vehicle owner will retain full responsibility for the parked vehicle, its contents and security, and removal within the normal time limit (48 hours).
- C. The vehicle owner may request that the officer contact a particular tow company. The officer will comply with the request when the response can be made within a reasonable time. If the vehicle owner/operator does not request a specific wrecker service, the officer will request one from the rotation list.
- D. The officer will inform the vehicle owner/operator that service or tow trucks generally require an immediate payment for their services.

23.6.6 REMOVAL OF ABANDONED VEHICLES

A. Private Property

1. The Jupiter Police Department will not impound vehicles abandoned on private property including shopping centers, unless by court order or it is determined that the vehicle is stolen or used in the commission of a crime.
2. If the vehicle is stolen or has been used in the commission of a crime, a registration check will be made to determine the identity of the vehicle owner.
3. The removal of the vehicle, except stolen vehicles or those used in the commission of a crime, will be the responsibility of the property owner.
4. Property owners will be advised to seek legal advice on the proper posting of their property to allow the towing of abandoned or disabled vehicles.

B. Public Property: In addition to requirements found in F.S. 316.194, 316.195 and 704.103(2), Officers will handle abandoned, parked, or stored vehicles on public property or public traffic ways as follows:

1. Check the registration to determine the identity of the vehicle owner and/or if the vehicle has been stolen or used in the commission of a crime.
2. Attempt to identify and contact the owner of the vehicle.
3. Advise the owner of the vehicle, if it was not used in the commission of a crime, that the vehicle will be towed if it is not removed within the time limits provided within Town Ordinance and by statute. If the vehicle was used in the commission of a crime, the officer will follow the provisions of Section 23.6.9.
4. Place an abandoned vehicle red tag on the vehicle's windshield or side window with an indication that the vehicle must be removed in 48 hours.
5. Immediately impound the vehicle if there is any indication that the vehicle has been stripped or vandalized and the owner cannot be contacted. A rotation wrecker will be used.
6. Communications will enter the vehicle as impounded by this agency into the FCIC/NCIC computer and Vehicle Impound Log. The officer will record the time of entry and Communications Officer in the Offense Incident Report.

23.6.7 STOLEN VEHICLE IMPOUND

A. Stolen vehicles should be processed at the recovery site and released to the owner unless it was used in the commission of a crime. (Refer to Section 23.6.9 if used in the commission of

a crime.)

- B. The vehicle will be towed to an impound lot by a rotation wrecker when the owner cannot be contacted or when the vehicle cannot be processed on site. A vessel too large to remove from the water will be towed and secured at the marina used to store Jupiter Police vessels.
1. A copy of the Offense Incident Report and Vehicle/Vessel Report will be forwarded to the Criminal Investigations Division.
 2. If the vehicle has been reported stolen to the Jupiter Police Department and a stolen vehicle report is on file, the officer will complete a Supplemental Report. Communications will remove the stolen vehicle status from FCIC/NCIC.
 3. If the vehicle has been reported stolen to another law enforcement agency, the officer will prepare an original report with information related to the recovery and the originating agency's case number.
 4. When this agency recovers a vehicle reported stolen in another jurisdiction, the impounding officer will direct Communications to notify, by teletype, the agency reporting the vehicle stolen, and document the notification in the report.

23.6.8 VEHICLE HANDLING INCIDENT TO ARREST

- A. Search: A vehicle's interior will be searched during a rotation tow inventory to discover any contraband or fruits of a crime related to the offense for which the suspect was arrested.
- B. Informed Decision: The officer must be satisfied that the arrested person can make an informed decision before allowing him or her to choose to leave the vehicle at the scene, towed through a rotation tow, or released to another person by a motorist assist tow. If an informed decision cannot be made, the vehicle will be impounded.
- C. Release: The officer will determine if the operator is permitted to leave their vehicle at the scene or release it to another person. (A vehicle released on the side of the road will be treated as abandoned and will be impounded, if it violates the conditions in Section 23.6.1). When releasing a vehicle, the officer will:
1. Complete an on site Vehicle Liability Release Form and have it signed by the owner or operator.
 2. Place an abandoned vehicle red tag on the vehicle if it is left on the side of the road.
 3. Determine if the person to whom the vehicle is to be released, if applicable, is a properly licensed driver. Document the designee's name and driver's license number on the Vehicle Liability Release.
- D. Impound: When a vehicle is impounded for evidence, the officer will:

1. Document the vehicle information on the OIR for the arrest, if applicable.
2. Complete a Vehicle/Vessel Report.
3. Remove any items of "considerable" value, i.e. Electronic devices, jewelry, guns, wallets, keys,. Invoice the property as "prisoner property" on a property receipt and secure the property into evidence. (Since these items will also be listed on the vehicle report, indicate on the vehicle report that they have been placed into evidence.)
4. All other property should be secured inside the trunk.
5. Request a rotation wrecker.

23.6.9 VEHICLES USED IN THE COMMISSION OF A CRIME

- A. The vehicle may be searched without a warrant:
 1. Incident to a full custody arrest for contraband, related to the offense for which the suspect was arrested; or,
 2. If there is probable cause to believe a vehicle contains contraband, instrumentalities of the crime or fruits of the crime.
- B. A vehicle used in the commission of a crime and of evidentiary value or subject to forfeiture, will be transported to the Town's Maintenance Facility/Impound Lot, by the designated rotation tow company.
 1. An officer will accompany the tow company to the impound lot to ensure the chain of custody is maintained.
 2. During exigent circumstances or special operations, officers may drive the vehicle to the impound lot at the discretion of the On Duty Supervisor or Supervisor of the special operation.
- C. The officer or detective effecting the impound of a vehicle for evidence or forfeiture will provide Communications with the year, make, color, model, license tag, and VIN number of the vehicle, or the hull and registration numbers for a vessel, and any "holds" placed on the vehicle.
- D. The officer or detective impounding the vehicle will complete a Vehicle/Vessel Report.
 1. If the vehicle/vessel is part of a crime scene, it will be secured and not inventoried until a detective or crime scene technician can process it.
 2. In the event of a possible vehicle/vessel manslaughter incident, processing and inventorying will be conducted by the officer at the scene of the incident and prior to

towing/impound.

3. If the vehicle/vessel is subject to forfeiture proceedings, but not part of a crime scene, it will be searched and inventoried.
 4. The Vehicle/Vessel Report will indicate the reason for the seizure (evidence and/or forfeiture) and the storage site location. The Vehicle/Vessel Report and vehicle keys will be forwarded to Evidence/Property.
- E. Communications will record all vehicles and vessels towed in the Impound Log, noting the year, make, color, model, license tag and VIN numbers, case number, date impounded, location, and note whether seized for forfeiture or impounded as evidence.
1. All inquiries on a vehicle seized as evidence will be referred to the appropriate officer or detective.
 2. All inquiries on a vehicle seized for forfeiture will be referred to the detective assigned to coordinate forfeiture proceedings, or the Criminal Investigations Section Commander.
- F. Agency procedures for reporting and processing evidence will apply to vehicles impounded for evidence.
- G. The officer or detective will attempt to contact the registered owner of the vehicle before the end of the shift and document such attempts in the Offense Incident Report or Supplement.
1. It is the responsibility of the case detective (or the detective assigned to complete the forfeiture proceedings for forfeitures) to contact the owner and arrange final disposition of the vehicle.
 2. The releasing officer will:
 - a. Verify that there are no "holds" on the vehicle.
 - b. Obtain identifying documents from the vehicle owner, such as a driver's license, vehicle registration, or title to safeguard against improper release of the vehicle.
 - c. Complete a Supplemental Report.
- H. Vehicles and small boats impounded as evidence to be held in the Department's custody will be towed or transported to the impound lot.
1. Vehicles and boats will be properly secured. Keys will be forwarded to the Evidence/Property Unit.

2. Personal items of value, such as cash and jewelry, and firearms will be removed and placed in evidence for safekeeping. Any contraband seized will be placed into evidence for prosecution.

23.6.10 IMPOUNDED VEHICLE / VESSEL REPORTING PROCEDURES

- A. The impounding officer will:
 1. Complete a Vehicle/Vessel Report in addition to any required Offense Incident Report. A copy will be given to the wrecker driver, if applicable.
 2. Indicate in the OIR if the officer is unable to contact the owner of an impounded vehicle after a reasonable attempt has been made.
 3. Record the name, date and time, if notification is made.
- B. When a vehicle is seized for forfeiture under provisions of the Florida Contraband Forfeiture Act, the Forfeiture Section of the Vehicle/Vessel Report will be completed.
- C. All reports will be completed by the end of the officer's tour of duty.

23.6.10 PLACING AND REMOVAL OF VEHICLE HOLDS

- A. The only time a "hold" is to be placed on a vehicle is for evidence, seizure pursuant to state or federal forfeiture laws, or criminal investigative processing. **"Holds" are not to be placed on vehicles for proof of ownership or any other reason not stated above.**
- B. When officers request a towing company, the Communications Officer will contact a towing company from the current rotation list, except for seizures or forfeitures where there is a designated tow company. A case number will be assigned to the incident. A Vehicle Report will be completed and must be signed by the towing company representative. A copy will be given to the towing company representative as a receipt with the remaining copies forwarded to the Records Section.
- C. Officers will indicate on the Vehicle Report if there is a "hold". In addition, the officer's name and I.D. number authorizing the hold must be clearly identified on this report.
- D. When a vehicle has been towed and the driver/occupant is not the owner, it is the responsibility of the towing company to notify the registered owner (F.S.S. 713.78 (3)).
- E. The officer authorizing the "hold" or his/her designee will contact the impounding tow company by telephone and verbally authorize the release of the vehicle.
- F. A copy of the release form will be submitted into RMS with the case file. In addition, the officer will provide a copy of the Vehicle Hold Release Form to the Communications Center in order to remove the vehicle from the FCIC/NCIC Teletype Network.

NOTE: *Whenever an officer releases the "hold" on a vehicle that is stored with a towing company, the Criminal Investigations Division will immediately notify the registered owner of the vehicle by certified mail of both the location of the vehicle and that the hold has been lifted (see Letter to Registered Owner/Release of Vehicle Hold).*

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 23.7 - DUI/Driver License Checkpoints

Subject: DUI/Safety Checkpoints and Driver License Checkpoints

Issued: 01/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 2

PURPOSE

DUI/Safety Checkpoints are an important component of an effective enforcement program as it is designated to raise a driver's perceived probability of apprehension of DUI. The use of checkpoints for DUI enforcement appears to be consistent with the court's interpretation of an individual's fourth amendment rights, if they are conducted in a reasonable fashion. The actual procedures must be designed so that the intrusion is kept to a minimum and any appearance of arbitrary or discretionary action on the officer's part is eliminated or kept to a minimum.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

The use of DUI/Safety Checkpoints raises a number of legal issues regarding a driver's constitutional rights. Therefore, the Jupiter Police Department will establish and maintain a comprehensive program for the use of DUI/Safety Checkpoints.

23.7.1 DUI/ SAFETY CHECKPOINT CRITERIA

- A. Site Selection: The planner must take into consideration the safety and visibility of oncoming motorists. The site should allow officers to pull vehicles out of the traffic stream without causing significant intrusion (e.g., fright) to the drivers and/or creating a traffic hazard (e.g., traffic backup). Furthermore, officers' safety must be taken into account when deciding where to locate the checkpoint. Checkpoints should be set up at locations which maximize probable contact with DUIs (i.e., locations with a high incident rate of DUI related fatalities, nighttime crashes with injuries, or nighttime single vehicle crashes).
- B. Warning Devices: It is necessary to provide adequate warning to approaching motorists that checkpoint has been established. This will be accomplished by the use of warning

signs, flares, and police cars equipped with emergency lights. Warning signs will be placed along the roadway well in advance of the checkpoint to alert motorists that they are required to stop. Motorists must be allowed an escape route once they are informed that a checkpoint is ahead.

- C. **Visibility of Police Authority:** The visibility of uniformed officers and their marked police vehicles make the presence of the police obvious. It also serves to reassure motorists of the legitimate nature of this activity.
- D. **Chemical Test Logistics:** Since DUI arrests are to be anticipated at the checkpoint, the logistics of chemical testing must be included. Also, a system for expeditiously transporting suspect violators to test sites must be addressed.
- E. **Contingency Planning:**
 - 1. Should intermittent traffic conditions cause the officers to stray from the predetermined plan of selective motorists to stop (i.e., traffic backup), the reason must be thoroughly documented.
 - 2. If too much traffic develops at the checkpoint causing a backup which cannot be easily alleviated, the officer in charge of the checkpoint may discontinue the operation at the site.
 - 3. If an alternate site was included in the predetermined plan, the officer in charge has the option of moving the checkpoint to the alternate site.
 - 4. To avoid a "Perceived Unreasonable Delay" by the motoring public, excessive traffic backup due to the operation will be given sufficient time to clear. Vehicles traveling in a particular direction will not be stopped and will be allowed to travel through the safety checkpoint.
- F. **Detection and Investigation Techniques:** All officers who staff the safety checkpoint must be properly trained in detecting alcohol impaired drivers. Steps will be taken to minimize the intrusion for those drivers who are not impaired. This can be established through a set introductory conversation and procedure which interviewing officers use with all diverted drivers. Examples of the kind of actions officers may take during initial contact with a driver are:
 - 1. Request his/her driver's license and registration.
 - 2. Use a divided attention task (while the driver is looking for his/her driver's license, engage him/her in conversation).
 - 3. Question the driver regarding his/her destination or origination, whether they had been drinking, etc.

4. Whatever approach is used, it must be able to quickly detect whether a driver has been drinking.
5. Once an officer's suspicion has been raised, further investigation can take place out of the traffic lane, without impeding the flow of traffic.

G. Public Information: To obtain maximum benefit in terms of its general deterrence effect, the use of safety checkpoints should be aggressively publicized.

23.7.2 PROCEDURAL APPROVAL, DUI/ SAFETY

The location of a DUI/Safety Checkpoint must be rationally selected and then approved by a member of the executive staff. Therefore, a written operational plan which addresses the aforementioned criteria will be prepared. Upon completion, the operational plan will be submitted to the Chief of Police, via the chain of command, for approval. The Supervisor at the scene will be in charge of the operation.

23.7.3 DRIVERS LICENSE CHECKPOINT CRITERIA

- A. Site Selection: The officers must take into consideration the safety and visibility of oncoming motorists. The site should allow officers to pull vehicles out of the traffic stream without causing significant subjective intrusion to drivers and/or creating a traffic hazard.
- B. Warning Devices: It will be necessary to provide adequate warning to approaching motorists. On any roadway larger than two (2) lanes, warning signs (stop ahead checkpoint) will be placed along the roadway in advance of the checkpoint. On two (2) lane roadways, police vehicles (i.e., marked police cars or motorcycles) may be substituted for signage. Operations conducted after dark will utilize vehicles equipped with emergency lights to provide adequate visual warning to approaching motorists.
- C. Visibility of Police Authority: The visibility of uniformed officers and marked police vehicles makes the police presence obvious. It also serves to reassure motorists of the legitimate nature of this activity. Further, drivers' license checkpoints will only be used during daylight hours, unless prior written approval is obtained from a Command Staff member.
- D. Contingency Plan:
 1. Drivers' License Checkpoints will be conducted in a uniform, systematic and non intrusive manner.
 2. Although a written operations plan for each Drivers License Checkpoint will not be needed, officers should consider alternate locations or discontinuing the operation should intermittent traffic conditions cause the officers to stray from checking drivers licenses, or if too much traffic develops and cannot be easily alleviated.

3. The number of officers to be involved in the checkpoint will be determined based on the location, traffic volume, and the number of agencies involved, with officer safety being the primary consideration.

E. Public Information: The Jupiter Police Department publicly supports the use of checkpoints as a general deterrent effort.

23.7.4 PROCEDURAL APPROVAL, DRIVERS' LICENSE CHECKPOINT

The location of a Drivers License Checkpoint must be rationally selected, and then, verbally approved by the Specialized Units Supervisor and the Patrol Bureau Major, prior to executing the operation. Emphasis will be given toward establishing an operational protocol regarding which vehicles passing through the checkpoint will be stopped. Consistency is paramount in this decision. The "Senior Officer" on scene will be in charge of the operation.

23.7.5 ROADBLOCKS

As stated in General Order 15.3, Vehicle Pursuits and Response to Calls, stationary roadblocks (utilized during a vehicle pursuit) are prohibited.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 23.8 - Motor Vehicle Crashes Involving Town Vehicles

Subject: Motor Vehicle Crashes Involving Town Vehicles	Issued: 11/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 04/15
Signature: <i>Signature on File</i>	Revision #: 6

PURPOSE

The purpose of this General Order is to establish proper guidelines for handling motor vehicle crashes involving Town owned vehicles.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

It will be the policy of the Jupiter Police Department to fully investigate crashes involving Town vehicles occurring within the jurisdiction.

23.8.1 GENERAL PROCEDURES

- A. Any crash involving a Town vehicle occurring within the Town limits will be investigated in accordance with the requirements of applicable Florida law.
 1. The investigating officer will document his investigation and findings on the appropriate Florida Traffic Crash Report Long Form. Photographs of damage, location of vehicles, and evidence will be taken as part of the investigation.
 - a. If a police vehicle is involved, the police vehicle is operable, and there are no or minor injuries, the Shift Supervisor will supervise the investigation.
 - b. If a police vehicle is involved in a crash that causes the vehicle to become inoperable or there are incapacitating injuries, not serious in nature, a Traffic Homicide Investigator will investigate the crash.
 - c. The Florida Highway Patrol or Palm Beach County Sheriff's Office will be

requested to investigate any crash involving a Town vehicle that results in serious bodily injury, death, or a police action proceeded by the crash. Serious bodily injury is defined as an injury likely to result in disability or death.

- d. In the case of subsection "c," a Traffic Homicide Investigator will conduct a parallel investigation, if the crash occurred within the Town limits.
 - e. The Shift Supervisor may request the Palm Beach County Sheriff's Office or the Florida Highway Patrol to investigate the crash when there is conflicting drivers' statements and no independent witnesses, or an independent investigation would be in the best interest of the Department.
2. All reports will be forwarded to the Shift Supervisor who will review the report for accuracy and completeness.
 3. The on duty Supervisor will complete a Supervisory Report of Vehicle Damage/Crash Report and if extenuating circumstances require it, a memorandum may be completed in addition to this form.
 4. The Supervisory Report of Vehicle Damage/Crash Report, a copy of the Florida Crash Report, OIR, Narrative, photographs, and any other related materials will be forwarded to the Office of Professional Standards Major within 24 hours of the crash.
 5. The Office of Professional Standards Major will coordinate the distribution of copied material required by the offices of the Risk Manager, Fleet Maintenance, and Chief of Police.
- B. Any crash involving a Town vehicle occurring outside the Town limits will be investigated in accordance with the requirements of applicable Florida law.
1. If a crash occurs outside the Town, the agency having jurisdiction in that area will be requested to investigate the crash on a Long Form.
 2. If a crash occurs outside the Town, it will be the involved member's or employee's responsibility to obtain a copy of the investigating agency's report and forward it through the Chain of Command to the Chief of Police for administrative review.
- C. Drug testing requirements for police employees driving a town vehicle who are involved in a motor vehicle crash.
1. If the crash meets the criteria necessary for Florida Department of Highway Safety and Motor Vehicle (DHSMV) reporting, **as described in F.S.S. 316.065**, and the employee is at fault, the employee will be required to submit to drug testing.
 2. If the crash meets the criteria for DHSMV reporting, **as described in F.S.S. 316.065**, and the employee is not at fault, the employee will not be required to submit to drug

testing.

3. If the crash does not meet the criteria for DHSMV reporting, **as described in F.S.S. 316.065**, the employee will not be required to take a drug test whether they are at fault or not.
4. Nothing in this policy will prohibit Supervisor from sending the employee to the hospital for drug testing based on reasonable suspicion the employee may be under the influence of drugs or alcohol. Refer to the Town of Jupiter Personnel Code Manual, Section 13.21.01: Drug Free Workplace, for specific criteria relating to reasonable suspicion drug testing.

23.8.2 CRASH INVOLVING DEATH OR SERIOUS BODILY INJURY

- A. In every instance in which a department member involved crash results in death or serious bodily injury to another person, the member will be immediately relieved of normal duties until a preliminary administrative review is conducted by the Department.
- B. Assignment to a "relieved of duty status" will be administrative (non disciplinary) with no loss of pay or benefits.
- C. Relief from duty with full pay and benefits is intended to serve two purposes:
 1. To address the personal and emotional needs of a member involved in the crash, and
 2. To assure the community that verification of the facts surrounding such incidents are fully and professionally explored.
- D. Members so relieved from duty will remain on a "relieved of duty" status until assessed by a post trauma counselor designated by the Jupiter Police Department, after which the member may be reassigned to "full duty" status at the discretion of the Chief of Police. Members so relieved from duty will ensure their availability to investigators until the investigation of the incident is concluded.

23.8.3 TRAFFIC CRASH REVIEW BOARD

A Traffic Crash Review Board (TCRB) will be established by the Chief of Police and responsible for review of all vehicular crashes involving Jupiter Police Department personnel and/or agency vehicles.

- A. Duties and Responsibilities of the Traffic Crash Review Board:
 1. The Traffic Crash Review Board (TCRB) will be responsible for the review of all vehicular crashes involving Police Department personnel and/or agency vehicles.

2. The Board is appointed by the Chief of Police and will consist of a minimum of five (5) members as follows:

One (1) Major or Captain (Chairperson)

One (1) Sergeant

One (1) Traffic Officer

One (1) Police Officer

One (1) Civilian Staff Member

3. It will be the responsibility of the TCRB to make a determination if the crash being reviewed was avoidable and recommend appropriate disciplinary action. Decisions of the TCRB will be by majority vote. The decision and/or recommendations of the TCRB will not be contingent upon a chargeable offense, or upon the finding of a court hearing such charges.
4. The TCRB will conduct an administrative investigation to determine whether there was any violation of department directives. The TCRB may make recommendations for policy modifications, safety improvements and/or training. The TCRB may make other determinations as requested and/or directed by the Chief of Police.
5. The TCRB will convene as directed by the Chairperson at a regularly scheduled time and place. The involved employee will be notified and may elect to appear before the TCRB to answer any questions or discuss the crash. Upon conclusion of the review, the Board will render a finding.
6. The Chairperson will be required to submit a report to the Chief of Police. The TCRB will be a fact finding body and may recommend disciplinary action. The Chief of Police is not bound however by the decision of the TCRB.

B. Traffic Crash Review Board Recommended Disciplinary Guidelines:

1. Action is cumulative for all crashes which occur within the preceding three year period.
2. More than four (4) violations may greatly increase the disciplinary action taken by the Chief of Police. Two crashes of a lesser severity equal one crash at an upgraded severity for the purpose of this schedule.
3. A minor crash is a crash caused by slight negligence or carelessness, which does not have the potential for serious injury. (Example: Backing slowly and hitting a sign pole; slow motion forward and bumping another car.)
4. A more serious clear cut violation is a crash caused by greater negligence or carelessness and which has a potential for serious injury or damage. (Example: a crash caused by unreasonable speed above the posted limit; a crash caused by improper passing; or a crash caused by turning in front of oncoming traffic.)

5. An extreme violation is a crash which is caused by driving a vehicle in a reckless or irresponsible manner or with gross disregard for the safety of persons or property or which exhibits willful abuse of authority. (Example: Driving through an intersection, Code 3, without regard for approaching traffic that has the right of way.)
6. PPV Crashes – The Traffic Crash Review Board may recommend the suspension of an officer's PPV as part of the disciplinary action if the Board deems it appropriate based on the totality of the circumstances surrounding the crash (i.e., severity of crash, contributing causes to the crash, number of recent crashes, etc.).
7. The Board should recommend discipline, using the below schedule, if the member's actions were a contributing factor in the crash.

Severity of Crash	First Offense	Second Offense	Third Offense	Fourth Offense
Minor	Officer Advisory Report	Written Reprimand and Training	One Day Suspension	Five Day Suspension
More Serious/ Clear Cut	Written Reprimand and Training	One Day Suspension	Five Day Suspension	Ten Day Suspension
Extreme/ Complete Disregard	One Day Suspension and Training	Five Day Suspension to Dismissal	Ten Day Suspension to Dismissal	Thirty Day Suspension to Dismissal

END OF DOCUMENT

JUPITER POLICE DEPARTMENT

GENERAL ORDER 23.9 - Police Motorcycles and Motorcycle Officers

Subject: Police Motorcycles and Motorcycle Officers	Issued: 09/91
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 7/18
Signature: <i>Signature on File</i>	Revision #: 4

PURPOSE

The purpose of this General Order is to establish guidelines for the deployment of two wheeled motorcycles and fulfillment of the duties and responsibilities of the position of Motorcycle Officer.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

The nature of vehicular traffic in the Town of Jupiter dictates the use of a maneuverable, highly mobile vehicle to facilitate movement in congested traffic. The Jupiter Police Department has elected to utilize Police Motorcycles as an alternative transportation method. Motor Officers have the same basic police responsibilities as all other uniformed officers consistent with their assignment. Instructions contained in this General Order specifically apply to police motorcycle operations.

23.9.1 EQUIPMENT

All motorcycles will be equipped with the following:

- A. All equipment required by Florida State Statute.
- B. Front and rear blue lights.
- C. A siren.
- D. Saddle bags or rear storage compartment.
- E. A windshield.

- F. Paint decals and emblems clearly denoting the motorcycle as a Police vehicle.

23.9.2 QUALIFICATIONS AND TRAINING

- A. The operation of the police motorcycle requires specialized training to ensure the safe and effective operation.
- B. Each officer assigned to motorcycle duty will have a valid Florida Driver's License allowing the operation of a motorcycle.
- C. Each newly assigned motorcycle officer will successfully complete an 80 hour basic motorcycle training course.
- D. Each motorcycle officer will attend advanced monthly motorcycle training conducted by a certified motorcycle instructor or school of the Training Division's choice.
- E. Each motorcycle officer is required to complete an annual qualification course. If the motorcycle officer fails to pass the annual qualification course, the officer will be required to attend remedial training and then retake and successfully pass the annual qualification course. If an officer fails to successfully pass the annual qualification course after remedial training, the officer will be removed from the motorcycle officer position and will not be authorized to operate a police motorcycle in a law enforcement capacity, except if authorized by the Chief of Police or designee.
- F. Officers who have previously been assigned to operate a motorcycle are required to qualify on an annual basis if they wish to work overtime or special details on the police motorcycle.
- G. The instructor in coordination with the Training Division will ensure all motorcycle training is properly documented.
- H. Each officer will be responsible for maintaining the motorcycle in a safe operating condition. There will be a daily check of all fluid levels and condition of brakes, lights, steering, tires, etc. No motorcycle will be operated in an unsafe condition.
- I. Each officer will have the ability to effectively communicate and act independently in stressful situations. Ability to operate police motorcycles and car, radar gun, and related police equipment.

23.9.3 DUTIES AND RESPONSIBILITIES

- A. Assignment Procedures:

Duty hours will be determined by operational needs. Although primary duty hours of assignment will be on the day and afternoon shifts, duty hours are subject to change. Unit personnel may be assigned to cover primary zones, special target areas, special enforcement functions, or other details as deemed necessary and appropriate.

B. Fulfill all of the requirements of a Jupiter Police Officer:

1. To protect life and property.
2. To prevent and suppress crime.
3. To apprehend violators of the law.
4. To preserve the public order.
5. To monitor and enforce all traffic related duties.

C. Pursuit Operation:

1. Police motorcycles are strictly prohibited from engaging in pursuits. The motorcycle officer will consider the totality of circumstances in initiating any moving surveillance to the first police vehicle.

Pursuit for these purposes is defined as the act of attempting to apprehend the operator or occupant of any vehicle after it becomes apparent that the operator of the vehicle is attempting to evade apprehension.

Moving surveillance is defined as a reasonable effort to keep a moving vehicle in sight without attempting to overtake or apprehend such vehicle.

2. Motorcycles will not be used as additional units in any pursuit or surveillance nor will they be placed in positions where it could be interpreted that they are being used as roadblocks or any similar situations. Supervisors will closely monitor such surveillance and ensure its termination when deemed appropriate.

D. Additional Duties:

1. Be knowledgeable in all Police Department procedures and directives.
2. Be knowledgeable of Florida Statutes, traffic laws, and applicable civil laws.
3. Be courteous and professional in the performance of duties and assigned tasks.
4. Maintain all equipment in proper condition necessary for the completion of assigned duties.
5. Maintain physical ability and appearance in conformity with acceptable Police Department standards.
6. Prepare and submit all necessary daily reports, accident reports, incident reports,

daily activity, and any other necessary written reports in a clear, concise, and legible manner.

7. Attend roll call, as required and maintain a log of pertinent information applicable to routine performance of line officer duties.
8. Apprise immediate supervisor of any/all unusual hazardous, criminal, or traffic related situations.
9. Maintain a positive and professional attitude toward other personnel in the Department and the public.
10. Maintain radio contact with Communications at all times and respond to all assigned calls in a prompt and safe manner.
11. Report for work at scheduled duty times.

E. DUI Enforcement:

1. Upon observing a suspected DUI, the motorcycle officer should immediately notify communications so that a police cruiser may be routed as back up. The motorcycle officer may then follow the suspected DUI at a distance no closer than one normal car length for every 5 MPH of speed, initiating a traffic stop at his discretion.
2. If the suspected DUI does not stop, the motorcycle officer may follow at a safe distance until a police car intercepts. The motorcycle officer should at no time attempt to pull his motorcycle alongside the suspected DUI.

23.9.4 SPECIALIZED DUTIES

- A. Check school zone crossings throughout the Town in the morning and at other times, duty permitting.
- B. Participate in special event parades.
- C. Participate in displays at law enforcement functions, schools, churches, and other locations as directed.
- D. Provide initial accident investigation containing follow up investigation into detailed serious accident cases including all fatal accidents.
- E. Perform traffic control, issue traffic citations, and operate radar at requested problem areas throughout the Town.
- F. Ensure Police Motorcycles are properly equipped with the necessary emergency/safety devices, supplies, and equipment to perform duties in a prompt, efficient, and safe manner.

G. Perform other related duties/functions as directed by supervisors.

23.9.5 DEPLOYMENT

Motorcycles are deployed throughout the Town and are assigned to special areas and duties by the Shift Supervisor, based on such considerations as:

- A. Geographic District.
- B. Frequency of violations resulting in crashes.
- C. Patterns of traffic flow.
- D. Amount of traffic.
- E. Any other situation or factor that arises where the use of motorcycles will enhance the effectiveness of law enforcement.

23.9.6 INCLEMENT WEATHER

- A. During periods of inclement weather, all motorcycle officers will go to a shelter (police station or fire station) or temporary shelter; e.g., gas station, shopping center, or garage. Officers will remain in the shelter until the weather clears or until it becomes evident that the inclement weather will continue for an extended period of time.
- B. The officers using temporary shelters will contact the On Duty Supervisor and request to be picked up by a patrol car and transported to a new assignment only if it is possible to leave the motorcycle parked in a secure temporary shelter or make other approved arrangements.
- C. If by the end of the tour of duty, the on duty motorcycle officers are not reassigned to motorcycle duty, those motorcycles not yet returned to the station will be recovered by those officers assigned to them.

23.9.7 PROHIBITED ACTIVITIES

- A. Unauthorized use of off duty motorcycles or associated equipment, materials, or uniforms without prior approval of the Traffic Unit Supervisor.
- B. Allowing non authorized personnel to operate the motorcycle.
- C. Transportation of passengers.
- D. Use of motorcycles during inclement weather, except when returning to the Department from a place of temporary shelter.

- E. Smoking within five (5) feet of a motorcycle.
- F. Participation in any escorts, blood runs, or similar acts without prior specific approval from the On Duty Supervisor or Chief of Police.
- G. Storage of unauthorized personal property on or in the motorcycle.
- H. Riding or sitting on the motorcycle without ALL required safety equipment and apparel in use.
- I. Riding in pairs unless directed by a Supervisor or in an emergency situation.
- J. Driving the motorcycle on unpaved roadways unless directed by a Supervisor or in an emergency situation.

23.9.8 REQUIRED EQUIPMENT

- A. Officers will at all times during the operation of the motorcycle wear the protective helmet, police motorcycle uniform shirt, police motorcycle pants, required black in color long boots, protective vest, and sunglass eye protection (non reflective).
- B. The motorcycle officer will wear his sidearm in a holster approved by the Department.
- C. During meal breaks the officer will maintain visual observation of the motorcycle and will monitor the radio at all times.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 24.1 - Prisoner Transportation

Subject: Prisoner Transportation

Issued: 01/87

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 01/09

Signature: *Signature on File*

Revision #: 6

PURPOSE

The purpose of this General Order is to establish procedures for the transportation and control of persons in custody so the safety and security of the prisoners, transporting officers and public are assured.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

Transporting prisoners is a potentially dangerous function. Therefore, it is the policy of the Jupiter Police Department to take precautions necessary while transporting prisoners, to protect the lives and safety of officers, the public, and the person in custody, until prisoners are accepted into the custody of the county jail, or released on their own recognizance.

24.1.1 VEHICLE INSPECTION

At the beginning and end of each tour of duty, all vehicles regularly used for prisoner transport will be inspected for readiness as follows:

- A. The safety screen/shield will be securely in place and undamaged.
- B. All windows will be intact and outer door in proper working order.
- C. Rear seat door handles and window controls are deactivated.
- D. The interior will be thoroughly searched to ensure no weapons or contraband have been left behind or hidden in the vehicle.
- E. The vehicle will be searched after the prisoner has been delivered to the detention facility

or other destination.

24.1.2 HANDCUFFS AND PHYSICAL RESTRAINTS

A. Carrying of Handcuffs

1. Department issued double locking handcuffs will be carried by officers in uniform. If in plain clothes, handcuffs will be readily accessible.
2. Officers will be responsible for the efficient operation of their handcuffs. Handcuffs will be checked frequently, cleaned, and lubricated to prevent malfunctions.
3. Flex-cuffs are authorized as an alternative for handcuffs and will be used in a manner consistent with the handcuffing techniques and safety procedures described in this policy. Flex-cuffs may be used for SWAT Team operations, mass arrests, or any other situation deemed necessary.

B. Handcuffs Will Be Used When

1. An arrest is made,
2. While transporting a prisoner

C. General Rules

1. Prisoners of the opposite sex will not be handcuffed to a male prisoner except in an emergency.
2. A juvenile will not be handcuffed to an adult except in an emergency.
3. Officers will not handcuff themselves to prisoners.
4. Officers will not handcuff prisoners to a fixed object, except in an emergency.
5. When handcuffs are used, officers will maintain physical control over the handcuffed prisoner by securely holding onto the prisoner while he is being transported on foot.
6. Prisoners will remain handcuffed until delivered inside the jail or place of confinement.
7. A prisoner will not be handcuffed to any part of the transport vehicle.
8. The policies of certain commercial airlines prohibit prisoners to be handcuffed during flight. However, transporting officers will re handcuff prisoners upon arrival at their destination and before deplaning if this practice is not in conflict with airplane policy. Otherwise, the prisoner will be handcuffed immediately upon deplaning.

D. Using Handcuffs for Maximum Safety

1. Handcuffs will be of a type issued by the Jupiter Police Department.
2. Prisoners will be handcuffed with their hands behind their back, palms outward, and before searching, unless exigent circumstances exist. Keyholes should face upwards, if possible, with the single blade of the handcuff placed against the prisoner's wrists, just below the wrist bone. The handcuffs should be snug fitting, yet not tight enough to cause physical discomfort or harm.
3. The handcuffs will be "double locked" and checked by pulling or pushing on the handcuff jaw.
4. After handcuffing, the prisoner will be thoroughly searched in a systematic manner.
5. After handcuffing, prisoners will be searched by officers of the same sex, except in exigent circumstances, to include:
 - a. Situations in which sufficient probable cause exists to search the female prisoner for weapons.
 - b. Situations in which officers are not readily available to search prisoners of the same sex.
6. For added security, handcuffs may be placed through the prisoner's belt, if one is worn.

E. Handcuffs may be used in accordance with minimum safety requirements when:

1. Age, disability, or physical capacity justifies minimal security measures.
2. A prisoner is suffering from a deformity or other disability, sickness, or injury, making it necessary to handcuff him/her with hands in front. In this situation, placing the handcuffs through the belt is advisable, after reversing the belt and buckling it from the rear.
3. A prisoner with a physical disability may be handcuffed at the discretion of the transporting officer after consideration has been given as to the nature of the offense and the escape risk of the prisoner being transported. Prisoners disabled because of a loss of one arm will be handcuffed by the remaining arm to the belt loop if one is available, if a higher degree of security is needed.

F. Other Physical Restraints

1. In some circumstances, as with officers transporting and handling of prisoners, using

more secure types of restraining devices may be necessary.

2. Officers will not hesitate to use more secure devices to supplement handcuffs if it is felt that handcuffs alone are not sufficient.
3. Restraining devices will not be used in connection with the non criminal mentally ill, except for the protection of the subject or others.
4. The issued web belt hobble may be used to restrain the movement of prisoners who threaten or exhibit violent or destructive behavior. A prisoner who is hobbled should be observed more closely for signs of discomfort or distress than a prisoner who is only handcuffed.

G. Handcuff Removal

1. When removing handcuffs, the prisoner should be placed in an off balance position.
2. Unlock the handcuffs by turning the key toward the wrist, until the double lock is released, then reverse the direction to disengage the handcuff jaw.
3. After removal of one handcuff and before the removal of the other, the handcuff ratchet will be closed.

24.1.3 TRANSPORTATION

- A. Prior to transport, all prisoners will be thoroughly searched for any weapons or contraband. This requirement will apply to all transports including transfers from other officers or agencies.
 1. A protective search should be conducted by an officer of the same sex as the prisoner. Where this is not practical, officers will strictly adhere to the Jupiter Police Department's policy on searching prisoners of the opposite sex.
 2. Transporting officers will search the prisoner despite searches which may have been conducted by other officers.
- B. Prisoners of the opposite sex will not be transported together unless they are arrested during the same incident, or they are separated by a physical barrier.
- C. Juveniles will not be transported in the same area of a vehicle with adult prisoners.
- D. Special precautions will be employed when transporting high risk prisoners. In particular:
 1. Waist chains, hobble, and/or leg restraints should be employed in addition to handcuffs; and

2. Adversarial prisoners will be transported separately to eliminate additional or further confrontation.
3. Violent/combatative prisoners or those who have shown a propensity for violent behavior will not be brought into the Jupiter Police Department Detention Facility unless absolutely necessary. These prisoners will be transported directly to the Palm Beach County Jail in order to eliminate the possibility of subjecting officers to additional harm and to reduce the risk of the prisoner injuring him/herself.
4. The jail will be notified in advance when we are enroute with a prisoner considered an unusual security risk.
5. Prisoners who are secured with handcuffs or flex cuffs and a hobble will not be routinely placed, and/or left, face down in a transport vehicle.
 - a. If the hobbled arrestee no longer appears to pose a threat to the officers, the hobble may be removed from the arrestee's legs and he or she will be placed into the transport vehicle.
 - b. If the hobbled arrestee still poses a threat and/or to prevent the arrestee from thrashing around in the transport vehicle, he or she may be placed face down into the rear prisoner compartment of the transport vehicle temporarily, and only for the time necessary, to remove the hobble lead from the arrestee's hands while maintaining control.
 - i. Once the hobble lead has been removed, the suspect will be returned to a seated position and seat belted in place.
 - ii. Place the hobble lead out the door of the prisoner compartment of the transport vehicle.
 - iii. The door will be closed on the hobble lead. Excess lead will be put in the front passenger compartment through the open front door of the transport vehicle to prevent it dragging on the ground. The front door will be closed to secure the lead.
 - iv. Any officer transporting a handcuffed and/or hobbled arrestee will observe the prisoner to see he or she does not get into and remain in a face down position during transport. Should this occur, the officer will stop the transport vehicle at the closest safe area and return the arrestee to the upright position. The assistance of a back up officer may be requested if necessary.

E. Prior to initiating the transport, the officer will give the Communications Center the following information, when possible:

1. The destination of transport; and
 2. Mileage readings before and after transport of a prisoner.
- F. The officer should use care when assisting a prisoner into the vehicle for transport.
- G. Prisoners will be transported in a manner that allows for constant visual observation. Seating of officers and prisoners should conform to the following:
1. Prisoners will be transported in a vehicle equipped with a safety barrier between the driver and the arrested which promotes safety for both the front and back occupants.
 2. Where the vehicle has a safety barrier but only one transporting officer, the prisoner will be placed in the back seat on the passenger side of the vehicle.
 3. Prisoners will be secured in the vehicle by proper use of a seat belt when it is safe to do so. If the prisoner is violent, poses a threat to officer safety or other circumstances exist, the prisoner need not be secured by a seat belt upon supervisor approval. In cases when the prisoner is not secured by a seat belt, the officer will document the reasons and the supervisor approval in the narrative section of their report.
- H. Whenever transporting a prisoner in a police vehicle which is not equipped with a safety barrier, the following rules will apply:
1. Two officers will be utilized in the transport.
 2. The prisoner will be handcuffed with hands behind the prisoner's back, or if handcuffed with hands in front of the prisoner's body, the handcuffs will be secured at the prisoner's waist with a waist chain or other approved device.
 3. The prisoner will be transported in the rear passenger side of the transporting vehicle.
 4. The prisoner will wear a seat belt at all times while occupying the transporting vehicle.
 5. The officer not driving the transport vehicle will occupy the rear passenger seat directly behind the driver. The officer will be unarmed, or if armed, wear his firearm on the left side of his body.
 6. No more than one prisoner at any one time, escorted by two officers, will be transported in a vehicle which is not equipped with a safety barrier.
- I. The physical well being of prisoners will be monitored during transport. Particular attention will be directed to persons reported or suspected of being under the influence of drugs and/or alcohol or who have a history or propensity for violence.

- J. Prisoners will not be left unattended during transport. During transportation, officers will not lose control of the arrested.
- K. Officers will not engage in enforcement activities while transporting prisoners, unless failure to act would risk death or serious bodily injury to another. In non life threatening yet serious situations, officers should call for back up assistance and remain on hand until such assistance has arrived.
- L. Officers will transport prisoners directly from the point of arrest to the processing/detention facility, or medical facility if necessary.
- M. Prisoners who report/display symptoms of serious illness during transport will be taken to the nearest emergency room for treatment.
- N. Control of Prisoner Communications - During the transport operation, a prisoner should not be allowed to communicate with anyone other than the transporting officers. Should a prisoner request to talk to an attorney, he/she will be advised that they may request their attorney after arriving at their destination.

24.1.4 TRANSPORTS REQUIRING SPECIAL ATTENTION

A. Disabled Prisoners

1. Officers transporting disabled persons must use common sense. Restraining devices may not be necessary if the disability is such that there is no danger of escape or injury to the prisoner or officer. Should there be any doubt or uncertainty, a supervisor will be contacted.
2. If an individual to be transported is physically disabled and the transport would require a special vehicle, the supervisor will be notified. Special transports may be arranged through a medical transport service. Medicines required by the prisoner should be transported by the officer in a separate container and released to the intake officer at the jail.

B. Sick, Pregnant, or Elderly

1. The use of restraining devices on sick, injured, pregnant, or elderly prisoners may be waived if approved by a supervisor and there is obviously no danger of escape or injury to the prisoner or officer.
2. If a prisoner has valid complaints of illness:
 - a. A supervisor will be notified.
 - b. Palm Beach County Fire Rescue will be called to treat the sick person.

- c. Paramedics will make the decision if the sick prisoner will be transported to a medical facility.
 - d. The prisoner's complaints of illness will be documented in the incident report.
3. Special Situations - The transport of prisoners in special situations, i.e. attending funerals, visiting hospitals and critically ill persons, etc., are not a function the Jupiter Police Department provides.

24.1.5 ARRESTEES AT MEDICAL FACILITIES

- A. Escorting officers will remain with the prisoner at all times, unless relieved by other authorized personnel.
- B. Potentially violent persons in custody will be restrained at all times in the treatment facility, unless such restraint would interfere with essential treatment.
- C. If the arrested is admitted to the medical facility, the arresting officer will maintain custody of the arrested until relieved by the Palm Beach County Sheriff's Office Corrections personnel. Visitors and phone contact with the prisoner are prohibited.

24.1.6 ESCAPE OF PRISONER DURING TRANSPORT

- A. In the event a prisoner escapes during transport, the transporting officer will immediately notify the Communications Center, giving his location, name and description of the escapee, mode and direction of travel, crime, and propensity for violence if known.
- B. Should the escape occur outside the city limits of Jupiter, the Palm Beach County Sheriff's Office or other proper agency will be notified by the Communications Center to assist in the apprehension. If the escape occurs in the county jurisdiction, that agency will retain jurisdiction for the search and apprehension.
- C. After notification has been made, the transporting officer may pursue the escapee if it does not require leaving a second prisoner unattended. Pursuing officers will use no more force than is necessary in apprehending an escapee and will adhere to the Department's Deadly Force policy.
- D. The transporting officer will submit a written report detailing the circumstances of the escape to his supervisor by the end of the shift. In addition, an interoffice memorandum to the Patrol Bureau Major via the chain of command will also be prepared by the end of the shift, outlining the circumstances of the escape.

24.1.7 ACTIONS OF TRANSPORTING OFFICER UPON ARRIVAL AT THE RECEIVING AGENCY

- A. Prior to entering a jail area, the transporting officer(s) will secure firearms, ammunition,

impact weapons (baton), OC spray, and knives by locking them inside the trunk of the transport vehicle, or in a firearms storage locker, if provided by the receiving agency.

- B. The transporting officer will deliver the prisoner(s) and booking documentation to the receiving agency's officer who will take control of the prisoner.
- C. The transporting officer will immediately notify receiving personnel when the arrested is a security threat or has any medical hazards. This information will also be documented in the arrest documents.
- D. The transporting officer will remove restraints (if permitted by the receiving agency) and relinquish custody to the receiving agency.
- E. The transporting officer will obtain the signature of the receiving officer and/or written documentation detailing the prisoner transaction, if applicable.

24.1.8 DOCUMENTATION

- A. Documents that accompany a prisoner to the Palm Beach County Jail and to be turned over to the receiving officer include:
 - 1. Arrest/NTA report, including any special information if the prisoner is considered an escape risk, dangerous, suicidal or a security hazard.
 - 2. Charging documents (i.e., Probable Cause Affidavit, Notice to Appear, Uniform Traffic Citations, teletype confirming active warrant).
 - 3. If applicable, the prisoner's medical records and/or prisoner property.
- B. To ensure positive identification of the prisoner to be transported, documents accompanying prisoners will include, at a minimum, the prisoner's:
 - 1. Name, race, sex, date of birth, physical description;
 - 2. Mental condition (suicide, escape risk, or security hazards);
 - 3. Nature of the charge for confinement.
 - 4. The name of arresting/transporting officer(s).
- C. The arresting officer will document in the narrative portion of his or her report the aspects of the handcuffing technique used, including, but not limited to:
 - 1. Whether the arrestee was cuffed behind the back or in front.
 - 2. The officer checked for the proper fit of the handcuff at the radial or ulnar portion of

the wrist.

3. The officer double locked the handcuffs on each wrist.
4. If the arrestee complained of pain or discomfort in regard to the handcuffs, the officer will document the complaint and the actions taken to check and/or readjust the handcuffs.
5. The use of leg cord cuff restraints (hobbles).

24.1.9 PROPERTY AND EVIDENCE

The arresting officer is responsible for the prisoner's property.

- A. All property the person has in his possession at the time of the arrest which will not be taken to the Palm Beach County Jail or other holding facility will be secured in the Evidence/Property Unit of the Department, and the appropriate forms will be completed (Evidence/Property Receipt).
- B. The prisoner will be asked to sign the receipt. A copy will be given to the prisoner and/or placed with the arrest documents prior to transport.
- C. The prisoner will be advised of the claim process for any property taken from him.
- D. The prisoner will be informed that upon release from the receiving facility, mere possession of a Property Receipt does not guarantee the property taken from him and secured at the Department will be returned. Factors which may permit or preclude the return of property include but are not limited to:
 1. Proof of ownership;
 2. Whether the property is being held as evidence or the investigation is on going;
 3. Whether the property is being held through a court order or injunction;
 4. Authorization from a Supervisor, Officer or Detective working the case is necessary before the property can be released.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 24.2 - Temporary Detention Facility**

Subject: Temporary Detention Facility	Issued: 06/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 12/18
Signature: <i>Signature on File</i>	Revision #: 12

PURPOSE

The purpose of this General Order is to outline procedures for processing prisoners through the Temporary Detention Facility. The safety of the police officer and prisoner depends on adherence to proper procedures during the processing of prisoners.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

All sworn officers will follow the prescribed procedures outlined in this policy to ensure officer safety and detainee safety whenever circumstances call for the processing of such persons and transport to the Palm Beach County Jail.

Persons detained in the Temporary Detention Processing Facility will not be left unsupervised under any circumstances.

24.2.1 RESPONSIBILITY AND CONTROL

- A. The Administrative Services Commander or designee maintains administrative responsibility for the Temporary Detention Facility. The on duty Supervisor will supervise the daily functions of the Temporary Detention Facility.
- B. The on duty Supervisor will document and immediately inform the Administrative Services Commander or the on call Executive Staff member of any serious or unusual incidents that threaten the Temporary Detention Facility or any person therein, including:

1. Prisoner death or serious injury
2. Serious injury to department personnel
3. Escapes or attempted escapes
4. Fire
5. Substantial criminal mischief incidents

C. Key Control

1. Entrance and exit doors to the Temporary Detention Facility are on the electronic access control system.
2. Only authorized employees may gain access to these doors with the use of their ID access card.
3. The key to the hold cell doors is maintained in the report writing section of the Temporary Detention Facility. In the event of an emergency, a spare key is located in the secured Supervisor's equipment room.

24.2.2 TRAINING

- A. Members who are required to process, transport and monitor prisoners inside the Temporary Detention Facility receive initial training on its use during their Field Training and Evaluation Program and retraining at least once every four years.
- B. Retraining may be accomplished through review of the policy during roll call training or in-service training

24.2.3 INSPECTIONS AND REVIEWS

- A. The on duty Supervisor will ensure that the Temporary Detention Facility is inspected at the beginning of each shift. Inspecting personnel will complete the Detention Facility Inspection Log. The inspection will include the following:
 1. A visual inspection of fire sprinkler heads, fire extinguisher, and first aid kit. A visual inspection and test of the smoke detectors.
 2. A security inspection for inventory, operational wear or prisoner tampering of the cell doors and key, walls, floors, vents, light covers, weapon lockers and keys, security cameras and monitor, metal detector, and booking camera and equipment.
 3. A weapons and contraband search in the cells and any other area in the Detention Facility to which prisoners have access.

4. A sanitation inspection for any unsanitary condition, including contamination of the holding cells or the presence of insects, rodents or other pests.
 5. Any operational wear, defects, tampering, missing equipment, or unsanitary conditions will be documented on the Detention Facility Inspection Log so the appropriate action can be taken to repair or replace the equipment or eliminate the unsanitary condition.
- B. Any time outside maintenance personnel are in the cell area for repairs, the on duty Supervisor will be notified immediately and will cause a security search for any tools or objects left behind.
 - C. The Administrative Services Commander or designee will be responsible for ensuring that all fire suppression equipment is tested semi annually.
 - D. Original inspection documents for the fire suppression equipment are maintained by the Town of Jupiter Engineering/Public Works Department.
 - E. Maintenance needs will be reported immediately to the on duty Supervisor to facilitate necessary repairs.
 - F. The Office of Professional Standards will conduct an annual administrative review of the Temporary Detention Facility. The administrative review should ensure that agency policies and procedures governing temporary detention are being followed and that the original intent for authorization and use of the facility continues to be adequate for the agency's needs.

24.2.4 OCCUPANCY GUIDELINES

- A. Detention Facility Capacity
 1. The maximum capacity for the Temporary Detention Facility is ten (10) detainees.
 2. The on-duty Supervisor is responsible for ensuring the number of persons being detained in the Detention Facility does not exceed the ten (10) person limit.
 3. Prisoners will be transported directly to the Palm Beach County Jail if the Detention Facility is at the ten (10) person limit.
 4. Persons detained in the Detention Facility will not be left unsupervised under any circumstances.
- B. Period of Detention
 1. Persons detained within the confines of the Temporary Detention Facility may be

held for a period not to exceed six (6) hours. The six (6) hour limit may only be exceeded with Supervisor approval due to unusual circumstances with the arrest.

2. Persons will be transferred from this facility in a timely fashion when:
 - a. Paperwork is completed and it is determined that they cannot be released from this facility (i.e., not eligible for NTA).
 - b. They cannot be processed further at this facility (e.g., detainee refuses booking procedures, detainee becomes violent, etc.).
 - c. Transfer becomes necessary to comply with time limitations.

C. Visitors

1. Visitors and nonessential personnel will not be allowed in the Temporary Detention Facility while it is occupied by prisoner(s).
2. Exceptions to this (e.g., attorneys, parents of juveniles, etc.) may be allowed limited access as authorized by the on duty Supervisor.

D. Occasionally, other agencies, such as Palm Beach County School Board, may deliver a prisoner to our facility until they can arrange transportation.

1. Positive identification of the person presenting the prisoner is required along with verification of the person's authority to make the commitment.
2. The prisoner will remain the responsibility of the person presenting the prisoner.
3. A Jupiter Police Officer will be present at all times while the prisoner is detained within the Temporary Detention Facility in order to ensure the officer from the outside agency adheres to Temporary Detention Facility policies and procedures.

24.2.5 GENERAL BOOKING PROCEDURES

- A. No weapons are permitted in the Temporary Detention Facility. Members entering the detention/ booking area will secure any weapons including firearms, knives, expandable batons, TASERS and Oleoresin Capsicum (O.C.) spray canisters, in the exterior weapon lockers provided or in their patrol vehicle.

Note: *If a prisoner resists or becomes violent, the on-duty Supervisor may allow weapons into the facility in order to gain control of the detainee. Once the detainee is under control, the weapons will be removed from the facility.*

- B. Members will not enter an occupied holding cell unless necessary to render first aid or physically remove a prisoner. The on duty Supervisor will be notified and another officer

will assist prior to entering the cell.

- C. The Temporary Detention Facility entrance/exit doors, including the sally port "roll up" door, will be secured while the Temporary Detention Facility is occupied by a prisoner(s).
- D. Juvenile and adult detainees are not permitted in the Temporary Detention Facility simultaneously. If possible, juvenile arrestees should be transported directly to the Juvenile Assessment Center (JAC), or in cases where JAC will not accept them, a Juvenile Referral will be completed. Every effort should be made to release juvenile arrestees to a parent or guardian at the scene.
- E. Juvenile non-offenders are not permitted in the Detention Facility or the interview rooms located within. See General Order 18.1, Juvenile Procedures, for more information.
- F. Supervision of detainees of the opposite sex is permitted; however, when available, a female officer will be present in the event a female detainee is being held in the Temporary Detention Facility.
- G. Adults of the opposite sex are also restricted from being detained simultaneously unless they are co-defendants.
 - 1. Male and female detainees who are not co-defendants will not be held in the Temporary Detention Facility simultaneously.
 - 2. Co-defendants of the opposite sex may be held in the Temporary Detention Facility simultaneously, however, they must be secured in holding cells #1 and #5, with three empty holding cells between them.
 - 3. Co-defendants will be separated to prevent collaboration in regards to statements about the arrest, or the possibility of conflict and physical violence.
 - 4. If any conflict occurs between the co-defendants, one will be removed from the Temporary Detention Facility to end the conflict.
 - 5. If co-defendants of the opposite sex are occupying the holding facility, no other prisoners, male or female, are permitted in the holding facility.
 - 6. Prisoners of the opposite sex will not be transported together unless they are arrested during the same incident, or they are separated by a physical barrier.
- H. When a prisoner is brought into the Temporary Detention Facility or anytime the prisoner is not secured in a cell, there must be another department member present.
 - 1. This does not apply when the initial processing is complete and the prisoner is secured in a cell, however, the cell door will remain closed and locked.

2. If the cell door is opened for any reason, e.g., use of bathroom, interviews, etc., another Department member or transport personnel will be present.
- I. When holding cell occupancy permits, persons involved in the same incident will be kept separated from one another.
- J. If all holding cells are occupied and/or circumstances dictate the need to secure a prisoner in the booking area, the prisoner may be handcuffed to the secured bench located in the Temporary Detention Facility. This bench is designed and intended for such use.

24.2.6 PERSONAL PROPERTY OF DETAINEES

- A. Immediately upon entering the Temporary Detention Facility and prior to placement in a holding cell, detainees will be relieved of their personal property to include any/all of the following: money, jewelry, watches, medications, shoes, socks, drawstrings, belts/sashes, extra clothing items, cigarettes, matches, lighters, straps, scarves, and anything not permanently attached to clothing.
 1. Any additional items that may be potentially harmful in the hands of a distraught prisoner will be removed at this time.
 2. Prisoners will not possess culinary equipment.
 3. Prisoners will not receive any property from sources outside the Department.
- B. A Palm Beach County Jail Prisoner Property Receipt will be completed for all detainees who will be transported to the jail. Palm Beach County Jail Prisoner Property Procedures will be followed when inventorying and securing the prisoner property.
- C. A Jupiter Police Department Property Receipt will be completed for detainees being released from the Temporary Detention Facility with a Notice to Appear or for prisoner property not accepted by the jail which must be secured in Jupiter Police Department's Property / Evidence.
- D. The arresting officer is responsible for all of the detained person's property. Prisoner property will be released back to the prisoner if released from the Detention Facility, or transported with the prisoner if they are being transported to the jail. Property not accepted by the jail will be secured in Property/ Evidence as prisoner property.
- E. Prisoners are not permitted to take medications while in the Detention Facility. If the prisoner claims it is medically necessary for them to take their medication while they are in the Detention Facility they will be transported to a medical facility to be medically cleared.
- F. Medications removed from the prisoner's possession will be documented on the appropriate property receipt. Medications will be returned to the prisoner if released from the Detention Facility or transported with the prisoner if being transported to the jail.

G. Originals of driver's licenses, registrations, or other documents will remain with the individual's property unless they are retained as evidence. Officers needing copies of these documents will make a photocopy in order to write their reports.

H. Returning Prisoner Property

1. Transported to the Palm Beach County Jail – Property will accompany prisoner along with PBC Jail Prisoner Property paperwork. PBC Jail prisoner property procedures will be followed and the officer will retain their copy of the property receipt to include in the arrest paperwork.
2. Release from Temporary Detention Facility – The prisoner will check his/her property against the Jupiter Police Department Property Receipt and sign indicating that they have received all of their inventoried property. The releasing officer will sign indicating that all of the inventoried property was returned to the subject.

24.2.7 SEARCH OF DETAINEES

A. All detainees will be searched for weapons, contraband, and evidence prior to being placed in a holding cell.

1. Searches should be conducted by personnel of the same gender, if possible.
2. An electronic metal detector is available in the Temporary Detention Facility to assist personnel in conducting searches.

B. Strip Searches of Prisoners

1. **No strip search will be conducted without first obtaining written authorization from the on duty Supervisor.**
2. Jupiter Police Department personnel will conduct adult and juvenile strip searches only in accordance with the guidelines established in F.S.S. 901.211.
3. Strip Searches are defined as the process of having an arrested person remove all or some of his/her clothing to permit visual or manual inspection of genitals; buttocks; anus; breasts (females); or undergarments of the subject.
4. Strip searches will be conducted by personnel of the same gender as the arrested person. Any observers must also be of the same gender as the arrested person, and the search will be conducted in a location where the search cannot be observed by persons not physically conducting or observing the search pursuant to this section.
5. Factors to be considered prior to conducting a strip search include, but are not limited to, age of person, mental capacity of subject to be searched, as well as environment in

which the search occurs.

6. Justification for a strip search must be strong and compelling; otherwise, it will not be used. The officer must have probable cause to believe that the individual is concealing a weapon, controlled substance, or stolen property.
7. Under no circumstances will manual body cavity searches be conducted within the police facility. Cavity searches will be conducted at the Palm Beach County Jail.
8. Officers having probable cause to believe a body cavity search is necessary, with the approval of the on-duty Supervisor, will request the search once the prisoner has been transported to the County Jail. Medical staff at the Jail will conduct the search under sanitary conditions and if contraband is found additional charges may be filed.
9. No person arrested for a traffic, regulatory, or misdemeanor offense, except in cases involving a weapon or controlled substance, will be subjected to a strip search/body cavity search, unless:
 - a. Probable cause exists to believe the subject is concealing a weapon, controlled substance, or stolen property.
 - b. Written approval from the on duty Supervisor is received.
10. Any situation where a strip search occurs, all employees present will be held strictly accountable for ensuring respect for the dignity of the individual being searched.
11. If, as a result of a general or strip search, contraband, weapons or other illegal items are found on the person, the arresting officer will be responsible for placing criminal charges on the person.
12. An immediate report of any strip search/body cavity search will be forwarded to the Office of the Chief of Police through the Chain of Command.

24.2.8 PRISONERS WHO ARE VIOLENT/SELF-DESTRUCTIVE/ UNDER THE INFLUENCE OF DRUGS AND/OR ALCOHOL

Special precautions will be taken with prisoners under the influence of alcohol or other drugs, or who are violent or self destructive. To attempt to prevent prisoner injury, additional restraints (leg irons, RIPP hobble restraints) may be utilized to immobilize the prisoner while he is held within the Detention Facility and until he/she is transported to another facility. Other precautions include:

- A. Prisoners who are violent, self destructive, or under the influence of alcohol or other drugs will be segregated from other prisoners.
- B. **Violent/combative prisoners or those who have shown a propensity for violent behavior**

will not be brought into the Temporary Detention Facility unless absolutely necessary.

These prisoners will be transported directly to the Palm Beach County Jail in order to eliminate the possibility of subjecting officers to additional harm and to reduce the risk of the prisoner injuring him/herself. The Communications Section will notify the jail in advance to let them know we are transporting a violent/combative prisoner.

- C. Officers will have Palm Beach County Fire Rescue respond when a prisoner is medically endangered due to excessive intake of alcohol or other drugs.
- D. Officers will closely monitor any prisoners who are under the influence of alcohol or other drugs, or who are violent or self destructive.
- E. A visual observation will be conducted at least every fifteen minutes of any adult identified as, or who may become, self destructive and documented on the Log Sheet maintained in the Temporary Detention Facility.
- F. Persons who are injured prior to or as a result of their individual or collective illegal activity are to receive medical treatment at their own expense.
- G. Persons arrested and booked into this facility will receive medical attention as follows:
 - 1. P.B. County Fire Rescue paramedics will be summoned to handle emergency situations.
 - 2. Transporting of prisoners who require emergency medical care will be done by PB County Fire Rescue or Jupiter Medical Center personnel, as conditions warrant.
 - 3. Prisoners requiring non emergency medical care or "medical clearance" prior to transportation to the county jail will be taken to the Jupiter Medical Center by the arresting officer.
- H. The arresting officer will remain with the prisoner treated/released at the hospital, notifying his/her immediate supervisor of the prisoner's condition, and retaining custody of said prisoner until he/she is relieved by another officer.
- I. Prisoners who indicate that they are self destructive will be transported to the Palm Beach County Jail. The rough arrest will indicate "suicidal" and the transporting officer is responsible for notifying jail personnel of the prisoner's condition.
- J. Prisoners who become violent may be restrained in the Temporary Detention Facility by members utilizing authorized equipment and in conformance with the Use of Force Matrix.
- K. Officers will utilize the "officer emergency" button on their portable radio if emergency assistance is needed.

24.2.9 FINGERPRINTING

A. Adults

1. Prisoners processed in the Temporary Detention Facility who will be transported to the Palm Beach County Jail (felony and certain misdemeanor arrests) do not need to be fingerprinted. The Palm Beach County Jail fingerprints all prisoners taken into their facility.
2. Prisoners charged with misdemeanors who are not being transported to the Palm Beach County Jail may be fingerprinted if the officer deems it necessary for investigative purposes.

B. Juveniles

1. In accordance with Florida State Statute 985.11, a child who is charged with or found to have committed one of the following offenses will be fingerprinted, and the fingerprints will be submitted to FDLE:
 - a. Any offense that would be a felony if committed by an adult;
 - b. Assault, FSS 784.011;
 - c. Battery, FSS 784.03;
 - d. Carrying a concealed weapon, FSS 790.01(1);
 - e. Open carrying of a weapon, FSS 790.053;
 - f. Unlawful possession of a firearm, FSS 790.022(5);
 - g. Unlawful possession or discharge of a firearm on school property or at a school sponsored event, FSS 709.115;
 - h. Unlawful use of a destructive device or bomb FSS 790.1615(1);
 - i. Assault or Battery on a law enforcement officer or firefighter, FSS 784.07(2)(a);
 - j. Negligent treatment of children, FSS 827.05;
 - k. Exposure of sexual organs, FSS 800.03;
 - l. Petit Theft, FSS 812.014
 - m. Cruelty to animals, FSS 828.12(1)

- n. Arson, resulting in bodily harm to a firefighter, FSS 806.031(1)
- 2. Juveniles charged with any other crime may be fingerprinted if the officer deems it necessary for investigative purposes.
- 3. All copies of juvenile fingerprints must be marked "Juvenile", must be maintained in a separate folder than adult fingerprints, and are not available for public disclosure and inspection.

24.2.10 PHOTOGRAPHS

- A. Prisoners booked into the Detention Facility who will be transported to the Palm Beach County Jail (felony and certain misdemeanor arrests) do not need to be photographed. The Palm Beach County Jail photographs all prisoners taken into their facility.

Note: *Prisoners charged with misdemeanors who are not being transported to the Palm Beach County Jail may be photographed if the officer deems it necessary for investigative purposes.*

- B. All juveniles may be photographed if the officer deems it necessary for investigative purposes.
 - 1. All copies of juvenile photographs must be marked "Juvenile", must be maintained in a separate folder than adult photographs, and are not available for public disclosure and inspection.
 - 2. Any juvenile photograph taken pursuant to this section may be shown by an officer to any victim or witness of a crime for the purpose of identifying the person who committed the crime.

24.2.11 PRISONER WELFARE AND SAFETY

- A. The arresting officer is responsible for the welfare and safety of all persons detained in the facility, thereby insuring that:
 - 1. The constitutional rights of all prisoners are protected. If prisoners are to be questioned while detained, Miranda warnings will be given prior to any questioning conducted that could be self incriminating. It is important to remember that juveniles have all the basic rights of adults.
 - 2. Prisoner records will be maintained in a secure area and will only be disseminated and/or accessed in accordance to F.S. 119 and Federal Code 18 USC 5038.
 - 3. **Prisoners will be under the direct, personal supervision and control of a member at all times.** The member must have constructive physical control over the prisoner so that immediate intervention on behalf of the prisoner or Department is possible.

4. If, at any time while in the holding facility, a prisoner is injured or becomes ill, first aid will be performed when necessary and if required, and Palm Beach County Fire Rescue will be summoned to attend to the prisoner. The on duty Supervisor will be advised of the reason medical attention is required.
5. Procedures for gaining access to medical services are posted in the Detention Facility in the languages prevalent to the community.
6. Any prisoners being transported to the jail that have a noticeable injury or complain of an injury will be medically cleared, in writing, at a medical treatment center prior to transport.
7. Holding cells will be inspected before and after occupancy to ensure they are free of contraband and weapons.
8. The wash basins, toilet, and lighting in the holding cells will be maintained in good working order and the cells will be kept clean. Any problems with the above will be reported to the Supervisor who will notify the appropriate maintenance personnel.

B. Assist Prisoners with Bonding Arrangements: The arresting officer may assist prisoners in contacting a bondsman, attorney or family and/or friends to making bonding arrangements after the booking process.

C. Telephone Calls: Upon completion of the booking process, all prisoners booked may be afforded a reasonable opportunity to make telephone calls as necessary, to contact bondsman, attorney, family and/or friends for assistance. Telephone calls are not monitored or recorded.

D. Contacting Parents/Family to Arrange Release of Juveniles: The arresting officer will contact parents, relatives, guardians or custodians of juveniles to arrange release of juveniles into their custody. If no contact is made it will be documented in the report and the juvenile will be transported to JAC.

E. Language Barriers: Where a language barrier exists, action will be taken to provide an interpreter who is fluent in the language of the prisoner. A three way telephone conversation may be used to communicate with the individual through the interpreter.

1. Check with the surrounding agencies to see if they have an officer on duty who can serve as an interpreter.
2. If the prisoner/person detained has family or friends who may serve as an interpreter, it is permissible to contact them for assistance in serving as an interpreter over the phone.
3. The use of bilingual information documents (Miranda cards, domestic battery, etc.) may be used to facilitate booking procedures, in addition to the use of an interpreter.

- F. Deaf Persons: In the event that a deaf person is arrested and brought to the Detention Facility, the services of a qualified interpreter will be sought prior to interrogation.
1. If the services of an interpreter cannot be obtained, the arresting officer may interrogate, or take the statement of the individual, provided such interrogation and answers are in writing.
 2. The interrogation and answers will be preserved and turned over to the court in the event the subject is prosecuted for the alleged offense.
- G. Transporting Prisoners to County Facilities: The arresting or designated officer will transport, without undue delay and as soon as arrest paperwork is completed, all prisoners (including juveniles), who cannot be released from this facility. Subjects arrested on Felony Charges, Warrants, DUI or Domestic Violence will be transported to the Palm Beach County Jail.
- H. Jail Occupancy Report to Shift Supervisor: The on duty Supervisor will notify the on coming Supervisor of the status of any prisoner(s) being held in the Temporary Detention Facility and the nature of the charges.

24.2.12 RESPONSIBILITY OF THE ARRESTING OFFICER

- A. Department of Juvenile Justice Summary Form: All juveniles detained at the Jupiter Police Department will be entered into the Dept. of Juvenile Justice Summary Form.
- B. Prisoner Logs: It is the responsibility of the arresting officer to ensure all persons detained in the Temporary Detention Facility are logged in the Detention Facility Prisoner Log. Information to be logged includes the following; date, case #, name, reason, adult/juvenile, date of birth, race, sex, time in and time out of facility, any meals provided, arresting officer, and documented checks of any juvenile or any adult considered dangerous/suicidal.
- C. Juvenile Logs: All juveniles being held under the care and custody of an officer, to include those both securely detained and not securely detained, shall be logged onto the Juvenile Log Sheet maintained in the Temporary Detention Facility. This includes any juvenile brought to the facility to include the parking lot, Sally Port, holding cell, interview room or other office within the Jupiter Police Department.
- D. Monitoring of the Temporary Detention Facility and Holding Cells: To ensure the safety of both officers and prisoners during the booking process, the Temporary Detention Facility is equipped with a video monitoring system. Officers will monitor prisoners detained in the cells that do not allow constant monitoring of the prisoner(s) from the report writing room in the Temporary Detention Facility. Communications personnel will also be expected to monitor the prisoners and officers during the booking process. Video cameras are located only at critical areas of movement in the Temporary Detention Facility and do not invade

prisoners' personal privacy.

- E. Completing Arrest Documents: The arresting officer will be responsible for the accuracy and completion of all forms they submit, which include:
1. Rough Arrest and Probable Cause Affidavit.
 2. Incident Report, Narrative, Supplement, Statement(s), and Property Forms.
 3. Traffic Citations and Crash Reports.
 4. DUI Arrest Documents.
 5. Records Request Form (Filing Packet Request)
 6. Any additional paperwork generated by the arrest.
- F. Wants and Warrant Check: It is the responsibility of the arresting officer to insure that all persons detained in the Temporary Detention Facility will be checked for a "wanted status" through the Communications Center, by giving the individual's full name, sex, race, and date of birth to ensure that the individual is not a wanted person.
- G. All sworn personnel will make an effort to identify Criminal Street Gang Members. If appropriate, the arresting officer will ask the person if they are a gang member and, if so, what gang with which they are affiliated. If the arrested person is a documented Criminal Street Gang Member or fits the following criteria established in F.S.S. 874.03 for a Criminal Street Gang Member, the arresting officer will indicate such membership by writing "gang member" in the space marked Special Identifiers of the "Suspect" section of the Offense Incident Report.

24.2.13 RELEASE OF PERSONS PROCESSED IN THE TEMPORARY DETENTION FACILITY

- A. Before a prisoner is released from the Temporary Detention Facility, identification will be made to verify that the right person is being released. Verification may be made by any or all of the following:
1. Identification by the arresting officer;
 2. Holding cell in which the person was placed;
 3. Any identifying characteristic or mark on the prisoner.
- B. Arrested juveniles may be released to a parent, responsible adult, guardian or custodian charged with their custody, unless there is a court order for them to be detained. The following forms will be used when releasing the juvenile:

1. A Juvenile Referral Report will be filled out on all juveniles arrested for felony or misdemeanor offenses, except criminal traffic offenses such as suspended driver's license, DUI, reckless driving, etc..
 2. Upon completion of the form, the arresting officer and person assuming custody of the juvenile from this facility will sign the form.
 3. The Juvenile Division of the State Attorney's Office will contact and provide the person assuming custody, with an appearance date.
- C. Adults detained under protective custody (e.g., Marchman Act) may be detained for a period not to exceed six (6) hours. Arrangements will be made to transport the individual to a treatment facility.
- D. With the on duty Supervisor's approval, juvenile runaways may be released directly to a parent, responsible adult, guardian or custodian charged with their custody. In the event that the aforementioned cannot be contacted, the juvenile will be turned over to the proper agency (i.e., Juvenile Assessment Center).
- E. Juveniles detained under an "Order to Take Into Custody" will be transported to the Juvenile Assessment Center. A Juvenile Referral Report will be completed, and the statement "Released to Juvenile Assessment Center" will be written in the space marked "Released To" of the Juvenile section. A copy of the teletype will also accompany the juvenile to the Juvenile Assessment Center.
- F. Adults may be released from the Jupiter Police Department Temporary Detention Facility with a Notice to Appear (NTA) only if they were arrested for a misdemeanor charge and meet the guidelines for issuing NTA's (positive identification and resides in Palm Beach, Broward, or Martin County).

24.2.14 EMERGENCY EVACUATION

Only the on duty Supervisor, or a Command Level Officer may authorize the total evacuation of the Temporary Detention Facility. For reference, an evacuation map is posted in the Temporary Detention Facility. In the event the Temporary Detention Facility must be evacuated, the following procedures should be followed:

A. Member's responsibilities

1. Members will determine the type of emergency condition, notify the Shift Supervisor and obtain authorization for an evacuation process.
2. Determine the route of egress (Primary or Secondary).
3. If power is lost, utilize the jail cell access key to open the cell doors which may still be secured, confining arrestees.

4. Calmly direct arrestees toward their escort officers and designated exit route.
5. Arrestees not requiring immediate medical attention will be escorted to a designated vehicle to provide transportation to the Palm Beach County Jail.

B. Supervisor responsibilities

1. Notify the on call Executive/Command Officer and the Chief of Police to advise them of the situation.
2. Assume control of evacuation process, designation of escort officers, transport vehicles, the call out of additional personnel, as needed.

24.2.15 EVACUATION ROUTES

There are two (2) designated emergency evacuation routes assigned for the Temporary Detention Facility, the Primary and Secondary.

A. Primary Route:

1. All personnel exiting the Temporary Detention Facility via the Primary route will follow the direction of the Officer In Charge:
2. Evacuating personnel will proceed as directed toward the Door #6 exit.
3. Upon exiting through Door #6, personnel will proceed through Door #7, and into the sally port area, stopping at the "roll up" door.
4. Assigned escort personnel will then stand by with the evacuated personnel, insuring all have exited, and no one re enters the facility.
5. Circumstances permitting, the escort personnel, upon arrival of the transport vehicles, will un-secure and raise the sally port door either manually or electrically, and then escort evacuated personnel into the assigned vehicles for transport to the P.B. County Jail.
6. Medical attention will be provided if necessary, prior to transport.

B. Secondary Route:

1. All personnel exiting the Temporary Detention Facility via the Secondary route will follow the direction of the Officer In Charge:
2. Evacuating personnel will be directed toward the Door #5 jail entrance/exit.
3. Upon exiting the Temporary Detention Facility through Door #4, turning left,

evacuating personnel will be directed down the hallway toward the employee entrance doorway. The employee entrance doorway will be opened allowing personnel egress into the lobby area.

4. Evacuated personnel will then be escorted out of the building, into the parking lot directly in front of the employee entrance, to assigned vehicles for transport to P.B. County Jail.
5. Medical attention will be provided if necessary, prior to transport.

24.2.16 PRISONER ESCAPES

- A. Any member performing duties in the Temporary Detention Facility who discovers a prisoner escape will:
 1. Immediately notify the on duty Supervisor and inform the Communications Center to broadcast, via a tone alert, the name (if known) and physical description of the subject who escaped.
 2. Identify the apparent method of escape, if known, and approximate time delay.
 3. If additional prisoners are present in the Temporary Detention Facility at the time of the escape, an immediate "verification count" will be taken.
- B. In the event of an escape, the Supervisor will notify the on call Executive Staff member and the Chief of Police.
- C. >The Supervisor will be responsible for the immediate coordination of the search for the escaped prisoner, including:
 1. The assignment of any available members.
 2. Utilization of the K 9 Unit for tracking.
 3. Requesting the assistance of surrounding agencies (i.e., PBSO Helicopter, K 9, etc.).
 4. Mobilization of additional resources.
 5. Canceling/Ending the search.
- D. A report detailing the incident will be completed by the officer(s) involved and forwarded to the Chief of Police.
- E. At the instruction of the Chief of Police, an administrative review of the incident will be conducted with recommended corrective or disciplinary actions, if necessary.

24.2.17 ARRESTS OUTSIDE OF PALM BEACH COUNTY

The arresting officer or officer designated by the Supervisor will comply with the following guidelines concerning "Fresh Pursuit Arrests" handled in accordance with F.S.S. 901.25 and applicable Department policies and procedures, and "Probable Cause Arrests" made by an agency outside Palm Beach County for a crime that occurred in the Town of Jupiter.

- A. The arresting officer will respond to the facility where the defendant has been taken and complete the paperwork required by that facility/agency to complete the booking process.
- B. A Rough Arrest/Notice to Appear and Probable Cause Affidavit is generally what a facility/agency will require. However, there are no clear statewide guidelines as to what may be required, and some facilities/agencies may require more of the arresting officer.
- C. If the facility/agency requests more than can reasonably be completed under the circumstances, the arresting officer will contact the on duty Shift Supervisor for assistance. If the Shift Supervisor cannot resolve the matter, the on call Assistant State Attorney will be contacted for assistance.
- D. The arresting officer will secure legible copies of all paperwork completed at the facility or by the agency.
- E. The arresting officer will then complete all JPD paperwork necessary, as if the arrest had been made in Palm Beach County.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 25.2 - Handling Calls for Service

Subject: Handling Calls for Service

Issued: 08/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 3

PURPOSE

The purpose of this General Order is to establish guidelines for the accountability and responsibility of unit assignment and call precedence.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will insure that a law enforcement response to emergency and non emergency calls for service is continuously available within the jurisdictional boundaries of the Town of Jupiter.

All personnel operating Department vehicles should exercise due regard for the safety of all persons. No assignment should be of such importance, and no task should be expected with such emphasis, that the principles of safety become secondary. There are no tasks in the Department of such importance that they justify the disregard of the safety of innocent persons.

25.2.1 CALL ASSIGNMENT - GENERAL

- A. All members assigned to field operations in the Jupiter Police Department will have access to radio communications. This will ensure that field members have the ability to transmit and receive information regarding law enforcement activities.
- B. Upon hire all members will be issued a permanent identification number. This number will be utilized to identify members during radio transmissions.
- C. Operations personnel can also be identified via their assigned unit designation number which corresponds to their shift assignment. For example:

1. Patrol Bureau operates two shifts: Night Shift and Day Shift.; which are designated by A (Alpha) and B (Bravo) identifiers.
2. The individual patrol officers assigned to the two shifts are further identified by the district assigned to work during their shift.

D. Call input and assignment will be the responsibility of Communications personnel. However, the on duty supervisor will monitor the status of members in the field and, if necessary, may reassign units to respond to certain calls for service. When a police response is requested, the complaint information will be documented and available members will be assigned.

25.2.2 UNIT ASSIGNMENT - COMMUNICATIONS CENTER RESPONSIBILITIES

A. Emergency Response:

1. Receive and record all information on the call for assistance.
 - a. If the call is in progress, the call taker will immediately ascertain the address of the call and advise the channel 1 dispatcher.
 - b. The channel 1 dispatcher will start units to the call and provide further information as it becomes available.
2. Dispatch appropriate field units to the call and notify the on duty supervisor of the call and number of units responding.
 - a. All emergency calls will be dispatched immediately to the closest available officer.
 - b. Emergency "traffic related" calls for service will first be assigned to an available traffic officer. When traffic enforcement units are not available, the call will be assigned to the closest available patrol unit.
 - c. In order to facilitate unit response to emergency calls for service, Communications personnel will complete the initial transmission in the following manner:
 - i. Tone Alert
 - ii. Unit designator(s)
 - iii. Nature of Incident.
 - iv. Location: Business name and address or residential address w/sub division/cross street/apartment complex.
 - d. Control all radio communications during the emergency.

- e. Coordinate assistance under the direction of the on duty supervisor.
- f. Continue to monitor the situation until it has stabilized or terminated.

B. Non-Emergency Response

Order of assignment is as follows:

1. District Officer
 2. Additional Officer from same District
 3. Adjacent District Officer/K 9
 4. Traffic Enforcement Officer
 5. Shift Supervisor
- C. Officers will respond to non emergency calls for service in a timely and safe manner. If other officers feel they can provide better service if they respond, they may request a transfer of the call through the Communications Center.
 - D. When a non emergency, routine call for service has been received and there is no Officer available, the complainant will be informed of the delayed response. Complainants will be contacted to be notified of a delay in response as promptly as operations permit. When a call for service is being held, the Communications Officer will broadcast over the radio that a call is being held, the type of call and the zone affected, i.e.,
 - E. "Jupiter; All units; Holding (type of incident) in District..."
 - F. It will be the responsibility of the on duty units to clear the calls they are working as soon as possible so the call holding can be handled.
 - G. Calls for service, received during the shift change (last ½ hour of the shift), will be assigned to the Early Shift Officer, whenever possible, avoiding delays in response time.

25.2.3 DUAL JURISDICTION CALLS

- A. Response to calls in dual jurisdictions will be as follows:
 1. I-95 - Florida Highway Patrol will be the primary responder to calls for service for the section of I 95 and its entry/exit ramps located within the Town of Jupiter for which there is concurrent jurisdiction.
 2. Palm Beach County owned parks - Jupiter Police Department will be the primary responder to the Palm Beach County owned parks located within the Town of Jupiter for which there is concurrent jurisdiction.
 3. Palm Beach County Schools - The Palm Beach County School Board Police will be the primary responder to calls for service during school hours and only at the schools

where they have an officer assigned.

4. Florida Atlantic University - The Florida Atlantic University Police will be the primary responder to calls for service at the university.
 5. United States Coast Guard property - The Jupiter Police Department will be the primary responder to calls for service at the Coast Guard property.
- B. The On Duty Supervisor will coordinate with the dual jurisdiction's Supervisor to determine who will be the primary responder to calls of a severe nature (i.e. Homicide, Suicide, Sexual Battery, etc.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT
GENERAL ORDER 26.1 - Records Management

Subject: Records Management	Issued: 01/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 7/19
Signature: <i>Signature on File</i>	Revision #: 16

PURPOSE

The purpose of this General Order is to establish a standardized procedure to record, maintain, retrieve, distribute, and destroy agency records.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

It will be the policy of the Jupiter Police Department to comply with regulations regarding the retention of public records, as defined in Chapter 119, Florida State Statutes. Chapter 257, Florida State Statutes advises that it is the duty of each agency to cooperate with the State in complying with the provisions of records retention and disposal by establishing and maintaining an active and continuing program for the economical and efficient management of records.

DISCUSSION

As with any successful organization, the manner in which the Department records are gathered and maintained is crucial. The Records Section is responsible for efficiently entering, storing and disseminating information. The management of that information is complex and requires training, procedures, guidelines and teamwork. In addition, members will abide by the Florida Public Records Law; the Florida Archives, History, and Records Management Act, and the General Records Schedule for the orderly retention and disposition of documents considered public records.

DEFINITIONS

Case Numbering System - the numeric system used to sequentially track reports.

General Records Schedule - A records destruction schedule provided by the Department of State, which provides retention periods for the most common administrative records such as routine correspondence and personnel, payroll, financial, and legal records. The Jupiter Police Department utilizes the GS-1 (General records), and GS-2 (Law Enforcement specific records)

Public Record - Section 119.011 (1) F.S. defines "public records" to include: all documents, field interview reports, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

Right to Access - Section 119.01, F.S., states that "it is the policy of this state that all state, county, and municipal records will at all times be open for personal inspection by any person." The law does make exception regarding certain files considered confidential.

Report Forms - Offense Incident Reports, Supplemental, Persons, Property, Vehicle/Vessel, FDLE Missing Person, Arrest Affidavit, Crash Reports.

Traffic Citations - Citations issued for traffic violations.

UCR Entries - Uniform Crime Report information which is required by FDLE and utilized to gather statistics.

26.1.1 RECORDS SECTION FUNCTION

- A. The functional responsibilities assigned to the Records Section will include, but not be limited to, report review, report control and distribution, records maintenance, and records retrieval.
- B. Report review is delegated to first line Supervisors. This supervisory review is made to ensure completeness and accuracy of all reports submitted. Supervisors will be responsible for the tracking and submission of all incident reports generated by road patrol personnel, and those that are assigned as Shift Level Follow-ups (SLF).
- C. Records will conduct a secondary review of reports received to ensure completeness and accountability. The Records Supervisor, or a designee, will ensure report accountability daily.
- D. Any discrepancies noted on a report will cause the report to be returned, via the supervisor, to the originating officer for corrections.
- E. The Records Supervisor or designee will conduct a daily check of the records management

system, for any reports that have not been completed. An email will be sent to the originating officer identifying the aforementioned reports with a copy sent to the officer's supervisor.

- F. The Records Section will control the availability and confidentiality of all reports and records in accordance with applicable State and Federal laws.
- G. The Records Section will maintain all records and distribute copies to authorized persons/agencies, in accordance with applicable State and Federal laws.
- H. Filing and retrieval of reports will be conducted either electronically utilizing the Records Management System, or through the use of physical Agency Case Numbered files.
- I. Every member of the Jupiter Police Department is responsible for the security and maintenance of public records in their possession.

26.1.2 DUTIES AND RESPONSIBILITIES OF THE RECORDS SECTION

- A. The primary duties and responsibilities of the Records Section are to preserve, manage, and control dissemination of all data received regarding the following reports:
 - 1. Offense Incident Report: Completed on all felony, misdemeanor, or non-criminal incidents requiring a report number. Offense Incident Reports may include the following:
 - a. Persons Report: Required to list victims, complainants, suspects, arrested persons, witnesses, and missing persons.
 - b. Property Report: Required to list lost/stolen/found or damaged property.
 - c. Vehicle/Vessel Report: Required to report stolen/recovered vehicles and impounded vehicles.
 - 2. Supplement: Required when case follow up is conducted or additional information is gained.
 - 3. Arrest Affidavit: Required to give defendant's information, list charges and to indicate probable cause.
 - 4. FDLE Missing Child Report: Required to gather information on juveniles for entry in the Missing Child Clearinghouse.
 - 5. Crash Report: Required to gather information relating to vehicular crashes.
 - 6. Any other documentation submitted in relation to a case (i.e. Baker Act transportation forms, Citations, Parking Citations)

- B. All pertinent information obtained from an incident should be recorded in one of, or a combination of, the reports listed above.
- C. Confirm that the report number on the report matches the number assigned by the Computer Aided Dispatch system. Report number conflicts will be brought to the attention of the Records Section supervisor for review and resolution.
- D. Confirm that the appropriate incident/Uniform Crime Reporting (UCR) code is assigned to the case.
- E. Enter the incident and UCR information into the computerized records management system.
- F. By periodic review, confirm all original reports have been received by the Records Section. Missing report problems will be resolved by contacting the individual responsible for submitting the report, or notifying his/her immediate supervisor.
- G. The Records Section will retain the report for imaging and storage. Incident reports will be maintained by case number in sequential order.
- H. Submit a semi-annual compilation of UCR data to the Florida Department of Law Enforcement (FDLE).
- I. If a discrepancy with UCR data is discovered, a memorandum shall be submitted to the Chief of Police via the member's chain of command outlining the nature of the discrepancy as well as documentation of notification to FDLE regarding the discrepancy.

26.1.3 RECORDS

- A. A record (Incident report, CAD report, citation, FIR, etc.) will be made under the following circumstances, if such circumstances occurred within the municipal boundaries of the Town of Jupiter.
 - 1. Citizen reports of crime.
 - 2. Citizen complaints.
 - 3. Citizen requests for service when:
 - a. An employee is dispatched.
 - b. An employee is assigned to investigate.
 - c. An employee is assigned to take action at a later time.
 - 4. Criminal and non-criminal cases initiated by employees.

5. Incidents involving arrests, citations, or summons.
6. Other incidents, circumstances, or facts worthy of documentation.

B. Reports will contain the following minimum information:

1. Date and time of initial reporting.
2. Name of the citizen requesting the service, or victim or complainant name.
3. Nature of the incident.
4. Nature, date, and time of action taken (if any) by law enforcement personnel.

26.1.4 RECORD MANAGEMENT AND DISTRIBUTION

Once approved, all reports are entered into the Records Management System where they are preserved and disseminated according to Public Records Retention Laws.

A. Criminal Reports

1. Adult Felony: Filing packets are completed and forwarded to the State Attorney's Office Felony Division. In the event the officer needs to direct file, he will make an appointment with the State Attorney's Office in order to submit his or her filing packet.
2. Adult Misdemeanor: These arrests are handled as a Notice to Appear. The State Attorney's Office requires that copies of the arrests be forwarded to the courthouse.

Note: *A copy of all Domestic Violence arrest reports is sent to the YWCA, in addition to the original arrest paperwork being sent to the State Attorney's Office*

3. Notice to Appear: When an arrest is made with a Notice to Appear issued, copies of the arrest paperwork will be forwarded to the courthouse along with copies of any supporting documentation.
4. Juvenile Arrests: All Juvenile Arrests are reviewed by the officer assigned as the Juvenile First Offender (JFO) Program Coordinator for consideration into the Juvenile First Offender Program. If accepted into the program, the paperwork is maintained by the JFO program coordinator while the defendant completes the program. If rejected, the paperwork is returned to the Records Section where copies are made and submitted to the Juvenile Assessment Center.

B. Traffic Crash Reports:

1. Copies of all traffic crashes involving Town property or Town vehicles will be forwarded to Risk Management, which administers the various Town insurances, by the supervisor completing the Supervisory Report of Vehicle Damage/Crash Report, or the Administrative Services Division Commander, within twenty-four (24) hours of the incident.
 2. Copies of all traffic crash reports are forwarded at the end of each month to the Florida Department of Highway Safety and Motor Vehicles (D.H.S.M.V.).
 3. Copies of traffic crash reports are forwarded at the end of each month to the Palm Beach County Traffic Engineering Department.
- C. Supporting Documentation: - All supporting documentation, including witness statements, property receipts, and subpoenas will be electronically attached to the original report on file.
- D. Case Dispositions: - When the agency is notified by the State Attorney's Office regarding the outcome of a case, the Records Section receives a copy of the notice in order to update the electronic case file. Copies are also made for the Officer. The original notice is electronically attached to the file on record.
- E. Public Requests for Reports: - Copies of reports will be handled by the Records Section in accordance with public records guidelines as established in State and Federal laws. Copies are provided to the public upon request and a fee is applied for the copies. The Department abides by Florida State Statute 119, and follows the guidelines provided within.
- F. All Other Requests: - All other requests, such as the State Attorneys Office (SAO)/Public Defender, Insurance Companies, etc., will be handled in accordance with public records guidelines as established in State and Federal laws. Requests from the Media will also be handled in accordance with public records guidelines and General Order 22.1, Police Media Relations.

26.1.5 REPORT NUMBERING SYSTEM / FILING

An event number is automatically generated for all activities and incidents generated by an Officer or through Northcom. Once it is determined that an incident requires the completion of a written report, a report number will be generated in the CAD system. The report number will be created in the system using the following format:

- A. The last two numbers of the year
- B. A six digit number following the year, beginning with the number one.

Example: *The first incident number entered for the year would be listed as, 12 000001; the second number would be 12 000002, and so on.*

26.1.6 CASE STATUS / CLEARANCE TYPES

The following will be utilized to indicate the status of cases where a report has been submitted.

A. Case Status:

1. Active
2. Inactive
3. Unfounded
4. Closed/Cleared
5. Exceptionally cleared

B. The following case dispositions will be used when the case status is closed/cleared;

1. Cleared by arrest
2. Cleared by warrant

C. The following case dispositions will be used when the case status is exceptionally cleared;

1. Death of Offender
2. Victim/Witness refused to cooperate
3. Prosecution declined
4. Extradition declined
5. Arrest on primary offense; secondary offense without prosecution

26.1.7 TRAFFIC CITATIONS

A. Citation numbers are issued automatically by the Mobile Field Reporting System at the time of citation generation. When a traffic citation is issued by an officer, the following steps are taken:

1. Officer issuing citations will print a hardcopy of all citations and submit them into the Records Section.
2. Upon receiving the submitted traffic citation, Records Section personnel will review the citation entry in the Daily Records Review to ensure the citation is accurate and complete.
3. Citations are logged by number onto a citation transmittal form by Records Section personnel.
4. Transmittal forms and original hardcopies of citations are forwarded to the Palm Beach County Court Clerk's Office.
5. The PBC Court Clerk's Office will ensure all information on the transmittal is correct. They will sign the transmittal form and return it to this agency.
6. Transmittal forms returned signed from the PBC Court Clerk's Office are retained until retention schedule requirements are met and destruction is approved by the

State.

- B. In the event the computer system is unavailable at the time a citation must be completed, officers are provided with a hardcopy citation book. Citations will be distributed as follows:
1. Yellow copy is given to the violator;
 2. The pink copy is retained by the Officer who issued the citation;
 3. Remaining copies are forwarded to the issuing Officer's Supervisor for review, and then forwarded to Records;
 4. Information from the citation is entered into the Records Management System by Records Section personnel.
- C. Citations that are lost, stolen or voided will be documented by citation number. The documentation will be sent to the Uniform Traffic Citations section of the State of Florida Department of Highway Safety and Motor Vehicles in Tallahassee for accountability purposes.
1. Audits are periodically conducted by the Records Supervisor.
 2. All members are reminded that it is unlawful and official misconduct for any traffic enforcement officer or other officer or public employee to dispose of a traffic citation or copies thereof or the record of the issuance of same in a manner other than as required herein, F.S. 316.650 (8).
- D. Upon retirement, resignation, or termination, physical citation books issued to the member will be surrendered to the Records Section for re issuance. Citations that are unusable will be handled as "Voided" citations, in accordance with General Order 23.4, Traffic Citations.

26.1.8 RECORDS OFFICE, PRIVACY, ACCESS AND SECURITY

- A. The Jupiter Police Department's Records Section is designated as a restricted area. The restricted access to this area will ensure maximum security as required by applicable statutes, and will minimize distractions and interruptions experienced by Records Section personnel while performing their normal duties. The following procedures with regards to access and security will apply:
1. When the Records Section is manned by Records personnel, the entrance door will remain closed. All restricted access areas will be posted with signs designating admittance only to authorized personnel.
 2. During normal working hours, Records personnel, Supervisors, Civilian Supervisors,

Executive Staff, the Chief of Police, and any personnel authorized by the Chief of Police will have unrestricted access to the Records Section. Other Department employees must request approval to enter from the Records Section Supervisor or their designee prior to entering or conduct their business at the front "public access" window.

3. When the Records Section is not manned by Records Section personnel, the door to the office will be secured and locked.
 4. For security purposes, computer monitors will be placed in a direction away from public view.
- B. After hours access to the Records Section office will only be permitted in emergency situations. Emergency access will require the following:
1. After hours entry to the Records Section will not be permitted without the authorization of one of the following: Shift Supervisor, Records Supervisor, Executive Staff member, or the Chief of Police. Members requesting access to the Records Section after hours will be escorted by the authorizing supervisor while in the Records Section.
 2. Authorized members who enter the Records Section after hours will be electronically logged in the access security system which documents their entry.
 3. Original reports will not be removed from Records. A copy will be made on the Records photocopy machine. No report will be re-filed by any member. The report will be placed in the "in basket" located on the Report Storage Room door and will be filed by a Records Section employee the following work day.
- C. Cleaning, pest control, maintenance, and other personnel may only be admitted to the Records office under the direct and continuous observation of personnel assigned responsibility for that area.

26.1.9 SUBMISSION OF RECORDS

- A. All cases and other documentation assigned a case number will be submitted to the Records Section by the end of the member's shift.
- B. If an incident report cannot be completed and submitted by the end of the member's shift, he/she will notify their respective supervisor, and any supporting documentation will be stored in the shift folder kept in the Supervisor's Equipment Room. Delinquent reports must be completed and submitted within 72 hours.
- C. Those matters assigned for follow up must be further reported upon within ten (10) working days from the date of assignment to the member's supervisor. This information is tracked by the road patrol supervisors.

- D. All supplemental or other reports completed by investigators and other personnel must be forwarded to the Records Section to become part of the case file as soon as practical. Criminal Investigations Detectives and the Street Crimes Unit may securely store active investigative data within their respective work areas until such time as they are forwarded to the Records Section for recording and storage, or records destruction in accordance with the Bureau of Archives guidelines.

26.1.10 REPORT RETRIEVAL

All pertinent information in each report is stored in the agency's Records Management System. This information can be retrieved in the following manner:

- A. Master Name Index - By entering a name, you can retrieve information regarding an individual's participation in cases/incidents he/she has been involved in, including names of victims, complainants, suspects, witnesses and persons arrested.
- B. Event/Report Number - This will recover information pertaining to the case, including date, time, location, type of incident, officer's name and whether an arrest was made. The names of persons involved and their addresses are also listed, along with vehicle information and stolen property.
- C. Type - Reports can be retrieved by call type for uniform crime reporting purposes.
- D. Location - Reports can be retrieved by call location to facilitate measuring case loads relative to geographic distribution.

26.1.11 REPORTS REVIEW AND MAINTENANCE

- A. A record of all reports is generated by the notation of such reports in the CAD system. Officers will complete reports via the Mobile Field Reporting system and electronically submit them for approval by a supervisor.
1. The shift supervisors are responsible for ensuring all reports are submitted by comparing submitted reports to the Missing Case Number Report.
 2. Reports that have been approved by the shift supervisor will automatically be sent into the Daily Records Review, where they will be reviewed by Records Section personnel and by the Criminal Investigations Division Supervisor to determine whether or not the case needs to be assigned to an investigator.
- B. Supervisors and Records/Data personnel have the ability to track the status of any report via the Records Management System.
- C. Reports generated after 2011 are stored electronically in the Records Management System. Juvenile records have been flagged in the system with the word "Juvenile" to distinguish them from adult records. In addition juvenile records are designated with the color pink

and adult records are designated with the color blue.

- D. Reports generated prior to 2011 have been placed into a file folder which is housed by incident number in a filing cabinet. All current year and previous year files are stored in Records in cabinets which are clearly marked, separating the adult files from the juvenile files.
- E. Teletype information will be copied into the original incident report or incident CAD notes. All original teletype information is maintained by Northcom as they serve as the entering agency for the Jupiter Police Department.

26.1.12 ACCESSIBILITY OF REPORTS

- A. Records Section personnel will control accessibility of all reports, records, and other information stored in the Records Section. Records Section personnel are on duty between 7:00 a.m. and 7:00 p.m., Monday through Thursday and 7:00am and 5:00 p.m on Friday. Anyone in need of statistical information or copies of reports may acquire them at that time. Individuals unable to come to the Police Department during these hours may make their request in writing, including the necessary fee and a self addressed, stamped envelope.
- B. All files and reports are accessible by Jupiter Police Department Supervisory personnel 24 hours a day.

26.1.13 EXAMINATION AND COPYING OF REPORTS

- A. The law requires every person who has custody of public records to permit the records to be inspected and examined at reasonable times, under reasonable conditions, and under the supervision of the custodian of the records.
- B. Records containing exempt information will have only that portion deleted that cannot be released. The remainder of such record must be produced for inspection or copying. Members should refer to F.S. 119.071 and F.S. 112.533 for specific exemptions.
- C. Access to information will be provided by copying and certifying records rather than by providing the originals. Questions regarding public records dissemination should be directed to the Records Section Supervisor and/or the Public Information Officer.
 - 1. Media requests for central records information will be directed to the Public Information Officer and handled in accordance with General Order 22.1, Police Media Relations.
 - 2. Public requests for central records information will be directed to the Records Section.
- D. Official Use Copies

1. Agency members may copy office records only for official purposes. These copies will be subsequently destroyed, placed on file with the member's respective Division/Section or Unit, or returned to the Records Section.
2. Official records or copies will not be retained for personal use or retained outside of the Jupiter Police Department, unless required in the performance of duty, with appropriate approval. This does not apply to personnel records affecting the member.

26.1.14 JUVENILE RECORDS / GENERAL PROVISIONS

- A. In accordance with Florida State Statute 985.11, any juvenile booked into the Detention Facility who is charged with or was found to have committed any of the offenses listed in the above statute will be fingerprinted, and the fingerprints will be submitted to FDLE.
- B. All employees who handle juvenile records will be familiar with the provisions of Chapter 985.11, Florida State Statutes (Fingerprinting and photographing of offenders, separation of files from adult offenders, etc.) and the provisions of Chapter 985.04, F.S. (oaths; records; confidential information).
- C. Under no circumstance will juvenile records and photographs be co mingled with records belonging to those of adults. Juvenile records will be separated from the records of adults and will be maintained in the Records office. Filing cabinets or other receptacles dedicated to the sole purpose of maintaining juvenile records will be conspicuously marked "JUVENILE CONFIDENTIAL".
- D. Juvenile records are not generally available for public disclosure. Under circumstances defined by F.S.S. 985.11, 985.101 and 985.04, records may be disclosed to other law enforcement agencies, state attorneys, the courts, the juvenile, the parents or legal guardians of the child, the juvenile's attorney(s), and any other person authorized by the court or state statute to have access to such records. Any photograph taken within the guidelines of the above state statutes may be shown by an officer to any victim or witness of a crime for the purpose of identifying the person who committed such crime.
- E. Juvenile records will be marked as "JUVENILE" by the computer Records Management System, and access to same records will be restricted to authorized personnel only.

26.1.15 RELEASE OF JUVENILE RECORDS TO THE PUBLIC

- A. Records regarding children will not be open to inspection by the public, unless otherwise specified in this policy or by law.
- B. Juvenile offense reports may be released to the victim of a crime. However, the name and address of the juvenile offender(s) must be deleted from the report unless such information is otherwise available to the public under Chapter 985.04.

26.1.16 EXPUNGING / SEALING OF RECORDS

- A. Upon receipt of a court order to expunge or seal a criminal history record, the Records Section Supervisor will ensure that all requirements of applicable state statutes are fulfilled and:
1. Confirm the court order is appropriately signed and certified as a true copy;
 2. Insure the arrest report/record and the photographs are removed from all files, electronically recorded or otherwise;
 3. Mail a letter of transmittal and a copy of the court order to the Florida Department of Law Enforcement;
 4. Notify all agencies to which the juvenile's record has been disseminated.
- B. Records awaiting FDLE confirmation will be held until a reply has been received from FDLE. Upon receipt of the reply from FDLE, the Records Section Supervisor will make the determination as to which records are to be purged and the method of their disposition, in conformance with applicable law.

26.1.17 RECORDS RETENTION SCHEDULE

- A. In accordance with the Records Management Program and Florida State Statutes, Chapters 119 and 257, a schedule of retention and destruction for police records has been established. A current copy of this schedule will be located in the Records Section. No agency records are to be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule.
- B. Any questions regarding the retention, destruction or storage of records should be directed to the Records Section Supervisor. Records eligible for destruction or requests for destruction shall be completed on the Records Destruction Form and submitted to the Records Section. The Jupiter Police Department Records Section in coordination with the Town of Jupiter Clerk's Office shall review, approve and schedule for destruction those eligible records.
- C. All agency members will comply with State Records Retention schedules in accordance with GS-1 and GS-2. Any member having questions regarding either should contact the Records Section Supervisor.
- D. Administrative Inquiries and Internal Affairs Investigations (whether sustained or not) will be maintained in the Office of Professional Standards for a period of not less than five (5) years, or longer at the discretion of the Chief of Police. In accordance with Florida State Statute, sustained investigations will be forwarded to the Human Resources Department for inclusion in the member's personnel file.

26.1.18 DESTRUCTION OF RECORDS

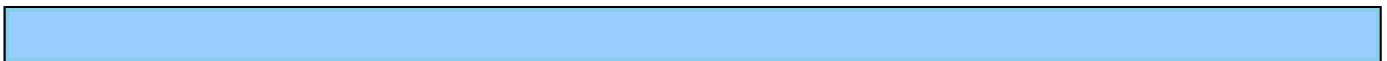
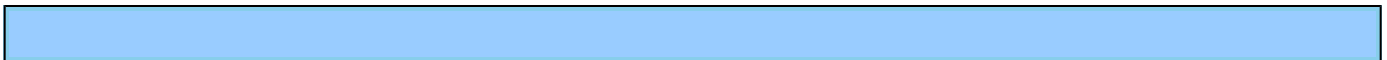
- A. The Records Section Supervisor will be designated as the Jupiter Police Department's Records Management Liaison Officer (RMLO).
- B. The RMLO is responsible for coordinating the destruction of agency records and maintaining records of destruction requests and retention schedules. All destructions will be completed in accordance with the rules and procedures established by the Florida Department of State Bureau of Archives and Records Management, unless they are "obsolete, superseded, or the administrative value is lost".
- C. Employees who are considering destruction of any record are instructed to comply with the direction articulated by the Florida Bureau of Archives and Records Management, or as may otherwise be directed by State Statute.
- D. All requests for the destruction of records will be forwarded to the RMLO to determine if said records meet the minimum criteria recommended or mandated by the Florida Bureau of Archives and Records Management or that of any court order ordering said destruction.
- E. Any questions pertaining to the destruction of any record should be forwarded to the agency RMLO.
- F. In order to maintain the confidentiality of all criminal history information, the RMLO or their designee will visually observe the destruction of all records containing criminal history information.

26.1.19 REPORTS / FUNDS / RECEIPTS

- A. Records personnel are responsible for the maintenance of all cash received within the Jupiter Police Department's Records Section for copies of reports, photographs, and tapes, including funds received via mail. The fee charged is in compliance with Florida State Statutes Chapter 119. All Records personnel are permitted to receive or disburse monies during transactions conducted as a result of Departmental business.
 - 1. Insurance companies have been instructed to, and typically, contact the Police Department for the cost of any reports requested.
 - 2. All walk in requests will pay the attending Records personnel at the "Public Access" window for copies of reports received from the Jupiter Police Department.
- B. Any Records personnel conducting transactions will provide all customers a receipt showing proof of the transaction. A copy of the receipt will be kept in the journal located in the Records office. The fees are kept in a locked box in the Records office.
- C. Audits are conducted in accordance with the Town of Jupiter's Finance Department procedures and Florida State Statute. All receipt journals and copies of the receipts will be maintained for an annual audit conducted by the Town of Jupiter's Finance Department. In addition to the annual audit, the Chief of Police or his designee may order the Office of

Professional Standards to conduct random audits, ensuring accountability.

- D. Upon the close of each business day, the monies received during business will be counted and the receipts verified. The monies and receipts will be kept secured in a locked cash box, maintained inside the secured Records Section office.
- E. As each receipt journal is completed, the journal is balanced, and the funds are tallied. The receipt journals, fees, and copies of checks/receipts are then forwarded to the Town of Jupiter's Finance Department, and maintained in accordance with the State of Florida, General Records State and Local Government Agencies (GS1).
- F. A change fund of \$50.00 is kept on hand for change purposes.



26.1.22 UNIFORM CRIME REPORTING (UCR)

- A. All offense reports received by the Records Section, if needed, will be assigned a Uniform Crime Reporting (UCR) Code. The Records Section will maintain the crime statistics that are reported monthly, and a copy will be forwarded to the Town Manager.
- B. Biannually, the Jupiter Police Department forwards the UCR information report to FDLE on the appropriate forms.
- C. Records Section personnel responsible for this reporting process will refer to the "Crime Information Systems (CIS) Manual" on the proper procedures for reporting this data.

26.1.23 SUBPOENAS

- A. Subpoenas are accepted by Records Section personnel. Once received, a subpoena will be delivered electronically to the applicable employee. Copies of electronic subpoenas will be attached to the case file in the records management system.
- B. Per FSS 48.031(4)(a), subpoenas are not accepted by the Records Section when:
 - 1. A witness is no longer employed by the agency at that place of employment;
 - 2. The witness is not scheduled to work prior to the date the witness is required to appear; or,
 - 3. The appearance date is less than 5 calendar days from the date of service.
- C. In order to prevent scheduling conflicts, members will complete the Court Notification for

Vacation or Leave Form for any period of time they plan to be unavailable for court appearances. This form must be completed for any period of unavailability, including during scheduled days off, as soon as the employee becomes aware they will be unavailable.

1. The Court Notification for Vacation or Leave Form will be submitted to the employee's supervisor, who will route it to the Records Section.
2. Once recorded, the form will be forwarded to the Office of the State Attorney and the Clerk of the Circuit Court.

D. Once a subpoena is received, the employee named in the subpoena is responsible for addressing the subpoena either by attending the court appearance, or coordinating with the issuing agency to have the appearance rescheduled.

26.1.24 IMAGING

Records Section personnel are responsible for the imaging of agency records into the records management system.

26.1.25 ALARMS

Records Section personnel will be designated for the handling of alarm billing under the Town of Jupiter's Ordinance 3-7.

26.1.26 REQUESTS FOR PUBLIC RECORDS

- A. The Jupiter Police Department (the department) shall comply with public records requests as required by Chapter 119, Florida State Statutes. Additional policy and procedure regarding requests for public records shall comply with General Order 22.1 - Police-Media Relations.
- B. Per Section 119.011, Fla. Stat., Criminal investigative and/or intelligence information is "active" and exempt from disclosure, but is limited in scope; its purpose is to prevent premature disclosure of information when such disclosure could impede an ongoing investigation or allow a suspect to avoid apprehension or escape detection. To be exempt, the information must be both "active" and constitute either "criminal investigative" or "criminal intelligence" information and be specifically related to an ongoing investigation which is continuing with a reasonable, good faith anticipation of securing an arrest or prosecution in the foreseeable future. Criminal intelligence and criminal investigative information shall be considered "active" while such information is directly related to pending prosecutions or appeals. The active investigation exemption to public records

disclosure may continue through the prosecution of the case. The records that would be subject to disclosure generally include arrest and crime reports (e.g., PC affidavit, rough arrest), records disclosed by the State in discovery, and any other records that have been disclosed to a non-law enforcement/State Attorney's Office third party.

- C. Per F.S.S. 119.071, Fla. Stat., certain information contained within public records may be exempt from disclosure due to its nature, (i.e., sex crimes victim's identity, entire juvenile files unless direct-filed, images of police officers, etc.). This information shall be redacted from the records prior to their release.
- D. The release of copies of video, audio, and photograph evidence to the Defense is done within the discovery process. Per the rules of criminal procedure, the Defense must send a copy of the Response to Demand for Discovery from the State Attorney's Office to the department in order to obtain copies of this evidence. Exceptions to this procedure are as follows:
 - 1. For cases in which a suspect has been formally arrested and/or issued a Notice to Appear for DUI charge(s), as part of the DUI Diversion program, the State Attorney's Office permits the release of any video or audio recordings of suspects who were formally arrested when either the Defendant or Defense Counsel informally requests that information as part of the discovery process.
 - 2. Per the agreement between the Office of the State Attorney and the Public Defender, the department is permitted to provide unredacted copies of such evidence without a Notice of Discovery to the Public Defender for adult criminal matters, except capital murder cases.
- E. The department's Records Section shall be the central repository for processing public records requests. Upon receipt of any public records request, the Records Manager shall log the request onto the department's Public Records Log Sheet. Weekly status reviews of pending public records requests will be conducted by the Records Manager, or designee, to ensure proper processing. If there are any outstanding issues in processing the request, the department shall immediately notify the requester.
- F. The Records Manager shall assign the public records request to a Records Specialist for processing and tracking within the department's records management system and for determination of those fees which may be charged for the processing of the request.
- G. The Records Manager shall check the log to confirm that public records requests are processed within a reasonable time given the volume and nature of the request. If the nature or volume of the public records requested to be inspected or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by the department's personnel, or both, the department may charge, in addition to the actual cost of duplication, a special service charge. The service charge shall be reasonable and shall be based on the actual costs incurred for such extensive use of information technology resources and the labor costs of

clerical and/or supervisory assistance required. If, in the opinion of the department, the nature or volume of the request involves a substantial cost to the department, it may be subject to a reasonable deposit prior to the request being processed. The department shall provide an estimate of the cost to fulfill the request and shall collect the deposit before the release of the records requested. The Records Manager, or designee, shall also notify the requester of the estimated time for the completion of processing a voluminous request prior to processing the request. For requests which are voluminous in nature, and upon the payment of the deposit, the department shall release to the requester records as they become available.

- H. The department's processing of a records request may be suspended when there has been no contact from the requester after the department has made two documented attempts to confirm that the requester is still seeking the records. Attempts to contact the requester will be made according to the contact information provided. If the requester's physical address or email has been provided, a certified letter or e-mail with delivery receipt shall be sent to the requester notifying the requester of the suspension of the processing of the request due to the requester's failure to respond. Proof of notification will be saved and added to the records request documentation in the records management system.

26.1.27 FEES FOR PUBLIC RECORDS

Copies of reports shall be released in accordance with public records law and shall be subject to fees as set forth by statute.

- A. The victims of crimes who request public records shall not be required to pay fees associated with their requests for public records.
- B. Per section 119.07(4) Fla. Stat., non-law enforcement agencies will be charged 15 cents per one sided copy and 20 cents per two sided copy, and a charge of \$1.00 per certified copy.
- C. When the nature or volume of the records to be copied or reviewed requires extensive technological or clerical assistance, the average hourly rate plus benefits, based on applicable employees, shall be charged to the requester.
- D. A charge of \$5.00 per copy for all records saved to a disc.
- E. Motor vehicle reports are available in compliance with section 316.066, Fla. Stat.

26.1.28 PUBLIC RECORDS LAW VIOLATIONS

- A. Releasing sex/child abuse identifying information to unauthorized personnel is a 2nd degree misdemeanor per F.S.S. 794.024 (2)
- B. Releasing the existence of an expunged or sealed record is a 1st degree misdemeanor per

F.S.S. 943.0585 (4)(c).

- C. Releasing a crash report prior to sixty days to unauthorized personnel is a 3rd degree felony per F.S.S. 316.066 (6)(2)(a)(d).
- D. Violation of F.S.S. 119.10; if any public officer knowingly violates the provisions of F.S.S. 119.07(1) by failing to provide a public record or provide statutorily exempt information a misdemeanor of the first degree punishable as per F.S.S. 775.082 or F.S.S. 775.083.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 26.2 - Incident Report System

Subject: Incident Report System

Issued: 12/03

By Order Of: Daniel J. Kerr, Chief of Police

Revised: 7/18

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish policies and procedures for a reporting system which will record all complaints, reports of crimes and requests for service.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

The incident report system will serve as the principal information gathering and record keeping system.

26.2.1 GENERAL PROCEDURES

- A. Reported and suspected crimes(s) or criminal activity occurring within this jurisdiction will be documented and reported by the department.
- B. All personnel will conduct a thorough, comprehensive and complete initial investigation on an alleged crime. This investigation will include, but is not limited to, completing a detailed report, obtaining victim/witness statements, canvassing the neighborhood, processing the scene or having it processed to ensure all pertinent evidence is collected.

26.2.2 INCIDENT REPORTS

- A. A record (incident report, CAD entry, citation, FIR, etc.) will be made under the following circumstances, when occurring within the municipal boundaries of the Town of Jupiter.
 - 1. Citizen reports of crime.
 - 2. Citizen complaints.

3. Citizen requests for service when:
 - a. An employee is dispatched.
 - b. Employee is assigned to investigate.
 - c. An employee is assigned to take action at a later time.
4. Criminal and non-criminal cases initiated by employees.
5. Incidents involving arrests, citations, or summons.
6. Other incidents, circumstances, or facts worthy of documentation.
7. Officers are encouraged to make a written report, even though it might not be required under these guidelines, when they believe the incident justifies documentation or when directed by a supervisor.

B. Reports will contain the following minimum information:

1. Date and time of initial reporting.
2. Name of the citizen requesting the service, or victim or complainant name.
3. Nature of the incident.
4. Nature, date, and time of action taken (if any) by law enforcement personnel.

C. All pertinent information obtained from an incident report or crash report should be recorded in one of, or a combination of, the below listed report forms. Procedures to be followed in completing these report forms will be outlined during the Field Training Program as well as within the mobile field reporting system itself. Traffic procedures can be located within the State of Florida Traffic Crash Report Form Manual.

1. **Offense Incident Report:** This form, which includes general case information along with a narrative of the incident and information on related persons and property, is used for all felony, misdemeanors, or incident reports.
2. **Supplement:** Required when case follow-up is conducted or additional information is gained.
3. **Rough Arrest:** A charging document required in all instances where charges are to be filed or an arrest has been made. Requires detailed case information, identification of all defendants/co-defendants, and a listing of all charges.

4. **Probable Cause Affidavit:** A charging document required in all instances where charges are to be filed or an arrest has been made. Includes victim and defendant information and a narrative detailing the circumstances behind the charges/arrest.
5. **Domestic Violence PC Affidavit:** A specialized charging document required in all cases of Domestic Violence where charges are filed or arrest is made. Includes victim and defendant information, a listing of charges, and a narrative detailing the probable cause for domestic violence arrests or charges.
6. **Vehicle/Vessel Report:** Required to report recovered and impounded vehicles and vessels.
7. **Stolen Vehicle/Vessel Affidavit:** Required to document the stolen vehicle/vessel information and obtaining a sworn statement from the victim.
8. **Property Receipt:** Required to list lost, stolen, found, impounded, recovered, safe-keeping, or any other reason an item is held in the Property/Evidence Room or the impound lot.
9. **PBSO Property Receipt:** Required to submit evidence for analyses to the PBSO crime lab (e.g., drugs, firearms, urine, blood, etc.).
10. **PBSO Laboratory Analysis Request:** Required to be submitted with the Property Receipt and evidence submitted for toxicology analysis (for blood and urine only).
11. **Victim Notification Form:** Required when an arrest is made or when filing at-large for the following crimes: Homicides, Sexual Offenses, Attempted Murder or Attempted Sexual Battery, Stalking, and Domestic Violence.
12. **Crash Reports:** Required to document information relating to vehicular crashes.
13. **Trespass Warning:** Required to document the complainant and warned subject's information and the circumstances surrounding the trespass warning.
14. **Statement:** Required when taking a written statement from a victim, witness, suspect, or defendant.
15. **Baker Act Report:** Required when completing a Law Enforcement Baker Act.
16. **Hal S. Marchman Act Report:** Required when completing a Law Enforcement Hal S. Marchman Act.
17. **FDLE Missing Child Report:** Required to gather information on juveniles for entry in the Missing Child Clearinghouse.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 27.1 - Property and Evidence Management**

Subject: Property and Evidence Management	Issued: 06/92
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 10/18
Signature: <i>Signature on File</i>	Revision #: 11

PURPOSE

The purpose of this General Order is to establish guidelines for police officers and civilian personnel to efficiently and accurately maintain all evidence and/or property coming into the control of the Jupiter Police Department.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will ensure that there is a system of control of property in custody to ensure continuity and consistency in its safekeeping and to meet the requirements of the courts. This procedure establishes a system for handling property and evidence taken into police custody and the storage and management of said property.

The primary responsibility of logging, handling, transferring, and storing evidence and other specified property is assigned to the Evidence Technician, with the overall responsibility assigned to the Office of Professional Standards Division Major.

All personnel handling evidence/ property will be held accountable for their actions while the evidence/ property is under their control and in their possession.

27.1.1 PROPERTY / EVIDENCE CUSTODY, STORAGE, AND DISPOSAL

A. Storage of evidence/property:

1. Recovered property will be segregated from evidence. Recovered property considered contraband will be stored in the secure Evidence/Property Storage Room (Vault).
2. As evidence/property is secured, the location of storage will be documented in the evidence module of the Records Management System as well as the property bag or tag.
3. All property records will be accurately maintained in the RMS system by the Evidence Technician.

B. Storage of Evidence, Contraband, and Sensitive Property:

1. Evidence/contraband will be stored separately from recovered property within the secure Evidence/Property Storage Room (Vault).
2. Extra security measures will be provided for handling exceptional, valuable, or sensitive items of property (i.e., money, precious metals, jewelry, weapons, and drugs).
3. Precious metals, jewelry, and all amounts of currency will be stored in the safe located in the vault. The safe will be locked at all times.
4. Drugs will be kept in locked storage containers within the vault.
5. Firearms will be stored and secured in locked storage containers within the vault.
6. Evidence requiring refrigeration, such as blood and urine samples, will be stored in secure refrigerated storage within the vault.

C. Disposal of Property:

1. Recovered property not considered contraband will be examined in order to determine ownership. If ownership can be determined, every attempt will be made by the seizing officer to contact the owner and make arrangements for the return of the property. This attempt to locate the owner will be noted on the Property Voucher.
2. Property will be maintained and disposed of as required by F.S.S. Chapter 705. Property will be retained for ninety (90) days. An additional thirty (30) days will be added for situations where the property can be legally claimed by the finder.
3. After the ninety (90) day retention period plus the additional thirty (30) days, where applicable, the property will be disposed of by destruction, conversion to Town property, donation to charity, public auction, or returned to the finder, if a claim was made when the property was recovered.

4. Firearms designated for disposal will be disposed of through one of the following methods at the discretion of the Office of Professional Standards Commander:
 - a. Taken to the Palm Beach County Sheriffs Office, which is designated as the Palm Beach County firearms depository for municipal police agencies.
 - b. Listed and sold at public auction utilizing PropertyRoom.com Firearms Auction Services.
5. Recovered property will, at a minimum, be purged on an annual basis by the Evidence Technician.
6. Drugs and paraphernalia will be disposed of separately. They will be delivered to, and destroyed at a site designated and approved by the State Attorney's Office.

D. Disposal of Evidence:

1. All evidence and property will be disposed of pursuant to Florida State Statute. The Property and Evidence Technician has the authority to make the final decision on the disposition of evidence or property or may defer the decision to the submitting officer or detective.
2. If the investigating officer or detective wants the evidence to be retained longer than specified below, they must submit a request to the Evidence Technician stating such. This would be done in cases when a suspect is developed, however, at the time there is insufficient information or evidence to file charges and prove the case, but may be developed at a later date.
3. Arrest evidence will be retained as long as a case is open with no disposition received from the Court or State Attorney's Office.
4. Non arrest evidence will be disposed of in accordance with statutory requirements or the statute of limitations. Homicides, sexual battery cases, and capital felonies will only be destroyed with permission from the State Attorney's Office (for possible appeals).
5. Upon receiving a Property/Evidence Disposal Authorization Form, State Attorney's Office disposition letter, or Clerk of the Court notification that the evidence is no longer of any value, the items will be promptly returned, when applicable, to the owner/possessor, if known.
6. Contraband items (i.e., drugs, narcotics, paraphernalia, etc.) will not be returned but be disposed of by court order.
7. Evidence will be disposed of only after the case has been resolved and expiration of appeal has occurred. Evidence not claimed by the owner within sixty (60) days of case

closure will be disposed of. Disposal will be by destruction, return to owner, conversion to Town property, donation to charity, or public auction.

8. The evidence area will be purged at minimum on an annual basis by the Evidence Technician. Drugs and Firearms will be purged once a year, at a minimum, by the Evidence Technician.
9. All documentation submitted to evidence from disposed evidence will be forwarded to Records for inclusion in the original case file.

27.1.2 INSPECTIONS, INVENTORY AND AUDITS

- A. The Office of Professional Standards Commander or designee will conduct **semi-annual inspections** to determine adherence to procedures used for the control of property. The inspections will include, but not be limited to, the following areas:
 1. The property room is being maintained in a clean and orderly fashion;
 2. The integrity of the property is being maintained;
 3. Provisions of the General Orders and other directives concerning the property management system are being followed;
 4. Property is being protected from damage and deterioration;
 5. Proper accountability procedures are being maintained; and
 6. Property having no further evidentiary value is being disposed of promptly.
- B. An **audit of property** will occur whenever the Evidence Technician is assigned to and/or transferred from the position in order to ensure that records are correct and properly automated.
 1. It will be conducted jointly by the newly designated Evidence Technician and a designee of the Chief of Police.
 2. The audit is to ensure the continuity of custody and not to require the accounting of every single item of property.
 3. All high risk items, e.g., money, precious metals, jewelry, firearms, and drugs, and a sufficient number of property records relative to the number of property and evidence items maintained should be reviewed carefully with respect to proper documentation and accountability.
 4. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed Evidence Technician.

- C. An **annual audit of property and evidence** will be conducted by a supervisor, appointed by the Chief of Police, who is not routinely or directly connected with control of property and evidence. The audit should be a significant representative sampling of property including high risk items.
- D. **Unannounced inspections** of property and storage areas are conducted, as directed by the Chief of Police, at least once a year.
- E. An **annual inventory of property** consisting of either a full or partial accounting as determined by the Chief of Police will be conducted by the property custodian and a designee of the Chief of Police.
- F. In the event property or evidence is determined to be lost, missing, or stolen, the Chief of Police will assign a member of the department to conduct a follow-up investigation documenting the findings and any recommended actions to be taken as defined in General Order 11.1 - Misconduct Investigations, Discipline.

27.1.3 DUTIES OF THE EVIDENCE TECHNICIAN

- A. The Evidence Technician will be accountable for the reception, storage, and disposal of all evidence/property within their control.
- B. When property/evidence is eligible for destruction, the Evidence Technician in coordination with the Office of Professional Standards Commander or designee, will verify all property/evidence to be destroyed and related case numbers to ensure consistency prior to destruction.
- C. Whenever practical, all evidence/property will be removed from the storage lockers daily by the Evidence Technician. The Evidence Technician will check the Property Voucher for information against the evidence/property bag or tag for accuracy. Any discrepancies, including incomplete forms, will be reported to the submitting officer's supervisor, via an Evidence/ Property Submission Discrepancy Notice. The Evidence Technician will route the problem back to the submitting officer for correction and re submission.
- D. Ensure that all received written reports of laboratory analysis are sent to the primary criminal case investigator and ensure that a copy of the report is placed in the master case file in the Records Section. This includes ensuring that written test results are collected from external laboratories and transmitted to investigators.
- E. Secure all necessary authorizations for destruction of narcotics and firearms.
- F. The Evidence Technician will make evidence available to the Courts as directed by subpoena.
- G. The Evidence Technician will be responsible for the following designated storage areas:

1. Evidence/Property Storage Room (Vault). This area is a Restricted Access Area and will be posted with signs designating admittance only to authorized personnel.
2. Evidence/Property Lockers and Refrigerator, located in the Evidence Packaging area.
3. Found/Recovered, DNA/Biohazard and Prisoner Property Storage Room, located in the sally port area.
4. Impound Lot located at the Town Maintenance Facility, for the storage of bicycles, vehicles, and items too large to store or maintain elsewhere.
5. Any and all other storage areas or rented space so designated and authorized by the Department.

H. Personnel with authorized access to the Property and Evidence storage areas are: the Office of Professional Standards Commander, Evidence Technician, and the back-up Technician.

I. Unauthorized personnel will NOT be allowed inside the Evidence/Property Storage Room areas unless escorted by an authorized person.

J. The Evidence Technician will ensure that all changes the status of property are entered into the computer records system as soon as possible, to ensure proper & current evidence/property accountability. This will include the following information:

1. Location of evidence/property;
2. Date and Time evidence/property was received/released;
3. Description of the property;
4. Chain of custody from time of receipt until final disposition; and

K. Chain of Custody:

1. Department employees are prohibited at all times from storing evidence/property in their desks, lockers, vehicles, homes, or other places that are not authorized or would interrupt the chain of custody. Personal use of any property is strictly prohibited.
2. Personnel will document all transfers of custody of physical evidence, including while in the field, in order to maintain the chain of custody. The record of transfer should include the date, time, reason for transfer and to whom the evidence was transferred.
3. The Evidence Technician will maintain thorough records denoting the acceptance, transfer, and disposition of all items turned into the Evidence/Property Unit.

4. When property is requested from the Evidence Technician, a signature will be obtained from the requesting person who the evidence will be transferred to and the reason for the transfer. Upon return to the Evidence Technician, the evidence technician will sign the property record, noting the date and time of return. For evidence going to Court or the State Attorney's Office, a Property Report form will be printed and signed by the proper court official acknowledging receipt of the evidence.
5. All evidence/property removed from the custody of the Department will be safeguarded so as not to violate the chain of custody or compromise the evidence.

27.1.4 CLAIMING EVIDENCE / PROPERTY

- A. Upon inquiry from a complainant; prior to advising any property owner to come to the Police Department to re claim any item, have him/her telephone the Evidence Technician to set up an appointment.
- B. Prior to returning any evidence or property to a rightful owner, proof of identity must be obtained, and the person must sign the Property Report.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 27.2 - Computer Equipment Evidence

Subject: Computer Equipment Evidence

Issued: 12/01

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this General Order is to establish procedures for the seizure of computer equipment.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will ensure that the integrity of computer equipment evidence and its data are maintained. First responders who are seizing a computer system will adhere to the procedures stated within this policy for securing, collecting, transporting and storing computer equipment evidence.

DISCUSSION

When collecting computer systems, specialized knowledge about the system is required to effectively recover evidence and reduce the potential for civil liability.

Each first responder must understand the fragile nature of electronic evidence and the principles and procedures associated with its collection and preservation, so that the evidence can be effectively recovered by a forensic computer expert.

DEFINITIONS

Electronic Evidence - Information and data of investigative value that is stored on or transmitted by an electronic device.

Non Electronic Evidence - Items relevant to subsequent examination of electronic evidence that

exists in other forms (e.g., written passwords and other handwritten notes, blank pads of paper with indented writing, hardware and software manuals, calendars, literature, text or graphical computer printouts, and photographs).

27.2.1 SECURING AND EVALUATING THE SCENE

- A. The first responder will take the appropriate steps to ensure the safety of all persons at the scene and to protect the integrity of all evidence, both traditional and electronic.
- B. Do not alter the condition of any electronic devices. If it is off, leave it off. If it is on, leave it on.
- C. Separate and identify all persons at the scene and conduct preliminary interviews utilizing departmental policy and applicable laws. Obtain from these individuals information such as:
 - 1. Owners and/or users of electronic devices found at the scene
 - 2. User names
 - 3. Internet Service Providers (ISP)
 - 4. Passwords any password required to access the system, software, or data. An individual may have multiple passwords, e.g., BIOS, system login, network or ISP, applications files, encryption pass phrase, email, access token, scheduler, or contact list.
 - 5. Purpose of the system.
 - 6. Any unique security schemes or destructive devices.
 - 7. Any off site data storage.
 - 8. Any documentation explaining the hardware or software installed on the system.

27.2.2 DOCUMENTING THE SCENE

- A. First responders will document the scene in order to create a permanent historical record of the scene. The documentation will be an ongoing process throughout the investigation.
- B. It is important to accurately record the location and condition of computers, storage media, other electronic devices and conventional evidence.
- C. The scene will be documented in detail as follows:
 - 1. Observe and document the physical scene, such as the position of the computer

mouse and the location of components relative to each other.

2. Document the condition and location of the computer system, including the power status of the computer (on, off, or in sleep mode).
3. Identify and document related electronic components that will be collected.
4. Photograph the entire scene with 360 degree coverage, when possible.
5. Photograph the front of the computer, as well as the monitor screen and other components.
6. Take written notes on what appears on the monitor screen. Active programs may require videotaping or more extensive documentation of monitor screen activity.

27.2.3 EVIDENCE COLLECTIONS

- A. Computer evidence must be handled carefully and in a manner that preserves its evidentiary value. Certain types of computer evidence, therefore, require special collection, packaging, and transportation. Consideration will be given to protect data that may be susceptible to damage or alteration from electromagnetic fields, such as those generated by static electricity, magnets, radio transmitters, and other devices.

Reminder: *The search for the collection of evidence at an electronic crime scene may require a search warrant.*

- B. When collecting computer systems, the preferred method is to contact the Jupiter Police Department's computer forensic expert, or an outside consultant identified by the Department. If contact with a computer forensic expert is not possible, the below procedures will be followed.
- C. After securing the scene, identify which step to take before taking any action (or evidentiary value may be altered).

Note: *Record in notes all actions you take and any changes that you observe in the monitor, computer, printer, or other peripherals that result from your actions.*

- D. Observe the monitor and determine if it is "on", "off", or in "sleep mode". Then decide which of the following situations apply and follow the steps for that situation.
1. Situation #1 - Monitor is on and work product and/or desktop is visible.
 - a. Photograph the screen and record the information displayed.
 - b. Proceed to Situation #4.

2. Situation #2 - Monitor is on and screen is blank (sleep mode) or screen saver (picture) is visible.
 - a. Move the mouse slightly (without pushing buttons). The screen should change and show work product or request a password.
 - b. If mouse movement does not cause a change in the screen, DO NOT perform any other keystrokes or mouse operations.
 - c. Photograph the screen and record the information displayed.
 - d. Proceed to Situation #4.
3. Situation #3 - Monitor is turned off.
 - a. Make a note of "off" status.
 - b. Turn the monitor on, then determine if the monitor status is as described in either Situation #1 or #2 and follow those steps.
4. Situation #4 - Regardless of the power state of the computer (on, off, or sleep mode), take the following steps.
 - a. Remove the power source cable from the computer NOT from the wall.
 - b. If dealing with a laptop, in addition to removing the power cord, remove the battery pack. The battery is removed to prevent any power to the system. Some laptops have a second battery in the multipurpose bay instead of a floppy drive or CD drive. Check for this possibility and remove this battery as well.
 - c. Check for connectivity (e.g., telephone modem, cable, ISDN, DSL). If a telephone connection is present, attempt to identify the telephone number.
 - d. To avoid damage to potential evidence, remove any floppy disks that are present, package the disk separately, and label the package. If available, insert either a seizure disk or blank floppy disk.
 - e. DO NOT remove CD's or touch the CD drive.
 - f. Place evidence tape over all the drive slots and over the power connector.
 - g. Record the make, model, and serial numbers.
 - h. Photograph and diagram the connections of the computer and the corresponding cables.

- i. Label all connectors and cable ends (including connections to peripheral devices) to allow for exact reassembly at a later time. Label unused ports as "unused". Identify laptop computer docking stations in an effort to identify other storage media.
- j. Record and/or log evidence per Departmental policy.
- k. If transport of the computer system is required, package the components as fragile cargo.

27.2.4 PACKAGING

- A. Ensure that all collected electronic evidence is properly documented, labeled, and inventoried before packaging.
- B. Pay special attention to latent or tract evidence and take actions to preserve it.
- C. Pack magnetic media in anti static packaging (paper or anti static bags). Avoid using materials that can produce static electricity, such as standard plastic bags.
- D. Avoid folding, bending, or scratching computer media, such as diskettes, CD ROMs, and tapes.
- E. Ensure that all containers used to hold evidence are properly labeled.

27.2.5 TRANSPORTATION

- A. Keep electronic evidence away from magnetic sources. Radio transmitters, speaker magnets, etc.
- B. Avoid storing electronic evidence in vehicles for prolonged periods of time.
- C. Computers will be placed on the vehicle floor and monitors placed on the seat, with the screen down, and secured by a seat belt. These steps avoid shock and excessive vibrations.
- D. Maintain the chain of custody on all evidence transported.

27.2.6 STORAGE

- A. Ensure that evidence is inventoried in accordance to departmental policies.
- B. Store evidence in a secure area away from temperature and humidity extremes. Protect from magnetic sources, moisture, dust, and other harmful particles or contaminants.

Note: Potential evidence, such as dates, times, and system configurations, may be lost as a result of prolonged storage. Since batteries have a limited life, data could be lost if they fail. Therefore,

appropriate personnel (e.g., evidence technician, crime lab, computer forensic examiner) should be informed that a device powered by batteries is in need of immediate attention.

27.2.7 FORENSIC EXAMINATION

Only trained personnel, either trained Jupiter Police Department personnel or an outside affiliate specializing in computer forensics and data recovery, should conduct the forensic examination of the computer system and its contents. Specialized training, software tools, and other equipment are required to conduct such examinations and applicable laws may be applied (e.g., search and seizure requiring a search warrant(s) in order to extract evidence from the computer system).

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 27.3 - Body Worn Camera**

Subject: Body Worn Camera	Issued: 11/17
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 04/19
Signature: Signature on File	Revision #: 5

PURPOSE

The purpose of this General Order is to establish guidelines and policies and procedures for the use and management of the body worn camera (BWC) system.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

It will be the policy of the Jupiter Police Department to utilize the body worn camera system to document law enforcement interactions with the public by providing recorded evidence of actions, conditions, and statements that could be used for judicial cases, internal review, or public records request. Officers have a legal right to capture and record footage during all official interactions as governed by this General Order.

DEFINITIONS

Body Worn Camera - An electronic visual and audio recording device that is worn on the officer's body to record the officer conducting his/her official law enforcement duties and responsibilities.

Call for Service - Any dispatched or self-initiated activity by any officer to resolve, correct, investigate, or assist in a particular situation.

Citizen Interaction - Any call for service, consensual encounter, investigatory stop, traffic stop, arrest, pursuit, response to resistance, search, interview, or any other form of interaction with, or

observation of, a member of the public or person under investigation or detention.

Critical Incident - Incidents requiring immediate notification to the Chief of Police, including those that

may expose the department to serious liability or which may result in heightened community interest to include, but not limited to, the following incidents:

Officer Involved Shooting

In-Custody death

Response to Resistance resulting in serious bodily injury or death.

Vehicle pursuit resulting in serious bodily injury or death.

Serious assault of an officer that results in substantial bodily injury or death.

At-fault accident resulting in serious bodily injury or death.

Digital Evidence - Information of evidentiary value stored or transmitted in digital form.

Evidence.com - The online web-based digital media storage facility accessed at www.EVIDENCE.com. The virtual warehouse stores digitally-encrypted data (photographs, audio and video recordings) in a highly secure environment. The digital recordings are accessible to authorized personnel based upon a security clearance. The system maintains an audit of user activity.

Public Record - Section 119.011 (1) F.S. defines "public records" to include: all documents, field interview reports, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

System Support Specialist - A member with full access and user rights with the www.Evidence.com system who assigns and tracks equipment, controls passwords, and acts as a liaison with the BWC manufacturer representatives.

27.3.1 ASSIGNMENT AND OPERATION

- A. The only body worn camera recording equipment shall be the BWC equipment authorized by the Chief of Police and issued by the department .
- B. Only those sworn members, as designated by the Chief of Police, will be issued a body worn camera.
- C. The System Support Specialist will issue all body worn camera equipment to department members.
- D. Upon issuance or reissuance, the System Support Specialist will maintain a list documenting the officer's name, I.D. #, issue/reissue date, and BWC serial number. The officer will be required to acknowledge and sign for the issued equipment.

- E. Each officer will be issued two body worn cameras. One camera will remain docked in the charger, while the other charged camera will remain in the officer's possession.
- F. New officers will be issued BWC equipment at the beginning of their FTO phase and prior to any public interaction.
- G. Operation of the BWC system is mandatory for all officers while working in a uniformed law enforcement capacity to include regular duty, call-outs, extra-duty details, or any other special event as determined by the Chief of Police, or designee. For the purpose of the General Order, the wearing of an exterior tactical police vest will be considered to be in uniform.
- H. At the beginning of each shift, the officer shall test their BWC to ensure the camera is receiving power and functioning properly to include an inspection of the following:
 - 1. Ensure the BWC is fully charged.
 - 2. Check the status light to ensure the system is ready.
 - 3. Inspect and test all related equipment.
 - 4. Re-check the status during the course of his/her shift or assignment.
 - 5. Periodically check the lens and microphone to ensure the equipment is clear of any debris or obstruction which could hinder a recording.
- I. Any damage, malfunction, or other operational issue will be immediately reported to the officer's supervisor and the System Support Specialist. A BWC Support Request Form will be completed by the officer outlining the specific issues and a replacement BWC will be issued to the officer.
- J. The System Support Specialist will inspect any damaged device to determine if the camera can be repaired or returned for replacement.
- K. All body worn cameras will be inspected monthly and documented on the Monthly Equipment Inspection Form.
- L. Officers will receive training on the proper placement of the body worn camera. All cameras shall be worn on the front of the uniform shirt or vest.
- M. Deployment of the Taser or activation of the patrol vehicle lights and siren will activate the body worn camera system automatically.
- N. Jupiter Police Department personnel assigned to a Task Force will operate body worn camera equipment in accordance with the applicable Task Force's policies and procedures related to the use or non-use of body worn camera equipment.

27.3.2 CRITERIA FOR ACTIVATION

- A. The body worn camera will be activated prior to a citizen interaction or as soon as possible upon initiation of the citizen interaction.
- B. Officers will have discretion whether to record informal interactions with the public.
- C. The BWC will be activated if an involved party or bystander becomes confrontational or a suspect.
- D. Prior to arrival to all calls for service, the BWC will be activated by an officer for the following incidents to include, but is not limited to, the following:
 - 1. Traffic stops
 - 2. Crash investigations
 - 3. Assisting a disabled motorist.
 - 4. Foot and vehicle pursuits.
 - 5. Potential confrontational citizen contacts.
 - 6. Physical arrests
 - 7. Response to resistance
 - 8. Suspicious person/vehicle calls
 - 9. Abandoned vehicles
 - 10. Vehicle searches
 - 11. Responses to alarms and/or building searches.
 - 12. In custody Miranda Rights advisement and interviews.
 - 13. Any law enforcement action where a recording may be beneficial, in the opinion of the officer.
 - 14. Any situation when there is doubt, the BWC will be activated.
- E. Officers who fail to activate their BWC during an incident, must immediately notify his/her supervisor, or as soon as practical, with an explanation for non-activation.
- F. There may be certain instances or circumstances when an officer is in a situation requiring immediate action to prevent injury, destruction of evidence, or escape; at which time, in these types of situations, an officer should activate the BWC only when

safe and practical.

- G. Officers will only utilize their assigned body worn camera.
- H. At the conclusion of any incident that may generate a complaint, the officer shall notify his/her supervisor, so the supervisor can review the video recording.

27.3.3 CRITERIA FOR DEACTIVATION

- A. The BWC shall only be deactivated once the interaction or incident has been concluded or once an officer has a valid reason to stop the recording. The following circumstances may be considered when determining to terminate a recording:
 - 1. Interviewing victims of sex crimes or others who refuse to talk, unless the camera is turned off, and/or for intelligence gathering.
 - 2. During times of extended non-citizen contact such as a perimeter or other prolonged event.
 - 3. An incident during medical clearance.
 - 4. Any other recording where an officer believes that continued recording would be inappropriate.
 - 5. Response to a bomb threat or explosive device incident.

27.3.4 PROHIBITED USES

- A. Unless conducting authorized official law enforcement business, officers are prohibited from using the BWC system during the following:
 - 1. Record personal activities.
 - 2. Record personal conversations with co-workers without their knowledge during routine non-enforcement activities.
 - 3. Record in places where there is an expectation of privacy such as locker rooms and restrooms.
 - 4. Supervisors or officers may not activate their BWC during any administrative procedure.
 - 5. Recording during a strip search of a suspect is prohibited.
- B. Officers will not release, post, or share any BWC footage on any social media site or

any site on the internet unless authorized by the Chief of Police or designee.

- C. Officers will not make copies of any BWC recordings for personal or any other use without prior approval from the Chief of Police or designee.
- D. Tampering with the BWC or intentionally interfering with the operation of the BWC is prohibited. Willful negligence by an officer may result in disciplinary action up to and including termination.
- E. BWC operators will not allow citizens to review the recordings unless an official inquiry or investigation is made and such review would be consistent with governing rules, regulations, and laws. These types of requests require the approval of the Office of Professional Standards Bureau Commander.
- F. In cases where an officer has captured restricted/prohibited footage, the officer will notify their immediate supervisor and provide the details of the incident.

27.3.5 VIEWING RECORDINGS, DATA TRANSFER AND CATEGORIZATION

- A. Recordings may be viewed by authorized employees when preparing and categorizing incident reports to ensure the accuracy and consistency of the incident documentation.
- B. Recordings may be accessed immediately, via the department issued computer, portable viewing device, or by accessing the storage server after the data has been uploaded.
- C. Authorized employees will accurately categorize and label BWC recordings no later than the end of their tour of duty or detail (only needed if CAD RMS integration is not complete).
- D. Authorized employees will log into their Evidence.com account on their next scheduled work day and ensure there are no uncategorized videos.
- E. Officers will contact their supervisor when they need assistance with the categorization of recordings.
- F. Officers will categorize BWC recordings to preserve footage of evidentiary value.
- G. Officers will label each recording with a CAD incident number or the generated case number.
- H. The BWC devices will be returned to the docking station at the conclusion of each shift.
- I. Once the BWC is docked, it should remain docked until the officer's next work shift.

- J. When the BWC is receiving firmware update (flashing red/yellow lights) it will not be removed from the docking station.
- K. Officers who will be working in official police related tasks (Town of Jupiter overtime or extra-duty details) are required to wear their cameras at all times. If an officer makes an arrest or has any adversarial contact with an individual while working the extra duty detail or Town of Jupiter overtime, the BWC must be returned to the docking station at the conclusion of their shift. If the aforementioned circumstances do not occur, the BWC will be docked on the officer's next scheduled work day.
- L. Officers are responsible for charging their BWC and are required to report for duty with a fully charged BWC upon their first day back to work.
- M. The BWC will be docked, downloaded, and charged daily, if activated.
- N. Supervisors may review video footage to document exemplary performance, heroic actions, other praiseworthy service for appropriate recognition and commendation, or if requested to do so by the officer.
- O. Supervisors and investigators may view recordings or evidence in Evidence.com to assist with assigned investigations. Any supervisor or investigator who views evidence in Evidence.com will add a comment in the notes section explaining why they viewed the video/media.
- P. If upon viewing an incident, the investigator discovers evidence that the incident must be downgraded or upgraded, they shall make the necessary change(s) to the case and the Evidence.com category.
- Q. Any use of a BWC video for training purposes must be approved by the Chief of Police or designee.
- R. The Chief of Police or designee may authorize the release of BWC footage in specific instances.

27.3.6 REQUIRED REPORTING AND DOCUMENTATION

- A. The use of the body worn camera will be documented in applicable offense reports.
- B. If there is an inability to activate the BWC in any situation, the officer will complete a written report or enter CAD notes documenting the lack of BWC recording.
- C. Officers using the BWC during interviews, interrogations, statements, confessions, and/or utterances will:
 - 1. Document the existence of a recorded statement on all applicable reports.

2. Record and document on camera and in writing when Miranda warnings are issued.
 3. Officers taking sworn statements shall create separate bookmarks for victim(s), witness(s) and defendant statement(s). Prior to obtaining a sworn statement, the officer will swear in the individual.
 4. Statements, confessions, and utterances captured on BWC video may supplement, but does not remove the department's requirement for officers to obtain signed consent or waiver forms.
- D. If the primary officer is involved in any of the following significant events, the officer will complete a detailed report and bookmark and title the bookmark in their BWC video on their next scheduled workday:
1. Obtaining any witness, victim, or suspect statements.
 2. Any search, consent to search, and/or seizure of person or property.
 3. Any response to resistance or witness to a response to resistance.
 4. Any possible exculpatory statement or evidence.
- E. If the backup officer is involved in any of the following significant events, the officer will complete a detailed supplemental report and bookmark and title the bookmark in their BWC video on their next scheduled workday:
1. Obtaining any witness, victim, or suspect statements.
 2. Any search, consent to search, and/or seizure of person or property.
 3. Any response to resistance or witness to a response to resistance.
 4. Any possible exculpatory statement or evidence.

27.3.7 SUPERVISOR RESPONSIBILITIES

- A. Supervisor responsibilities include the following:
1. Ensure officers comply with all body worn camera training or necessary remedial training.
 2. In the event an officer improperly terminates a recording, the supervisor will investigate the circumstances and submit a memorandum to the Office of Professional Standards Bureau Commander, via the chain of command,

outlining the incident and related findings. The Office of Professional Standards Bureau Commander will determine if the action was intentional or avoidable, and if any further action is required.

3. In cases where officers have captured restricted/prohibited footage, the supervisor will investigate the circumstances and submit a memorandum to the Office of Professional Standards Bureau Commander, via the chain of command, detailing the findings.
 4. If the Office of Professional Standards Bureau Commander determines the recording was inadvertent or unavoidable, the details of the incident will be provided to the BWC System Support Specialist for editing or deletion.
 5. Any deletions will be done using a two party deletion method and must be authorized by the Chief of Police or designee.
 6. In cases where the immediate retrieval of BWC footage is required, the supervisor will collect the BWC from the officer and follow data transfer procedures. Upon completion of the data transfer, the BWC will be returned to the officer.
 7. The BWC footage will be reviewed by the supervisor in all cases where there was a response to resistance, pursuit, injury to officer, injury to prisoner, citizen complaint, other circumstance where the recording may clarify an event, or if requested to do so by the officer.
 8. Anytime a supervisor views video media on Evidence.com they will add a comment in the notes section explaining why they viewed the video/media.
 9. When an officer is involved in a critical incident, a supervisor will immediately respond to the scene and secure the involved officers's body cameras until the incident investigators arrive on scene.
 10. Supervisors are required to log into Evidence.com each work day to ensure personnel assigned under their command do not have outstanding uncategorized videos.
- B. When an officer is involved in a critical incident, the officer will be permitted to review the recorded footage from the body camera, upon his or her own initiative or request, prior to writing a report or providing a statement regarding an event arising within the scope of his or her official duties. Any such provision may not apply to an officer's inherent duty to immediately disclose information necessary to secure an active crime scene or to identify suspects or witnesses. The supervisor will respond to the scene and take custody of the cameras and portable viewing devices and ensure all video is promptly uploaded to Evidence.com. The Office of Professional Standards Bureau Commander will then ensure that all video is placed in a restricted

viewing status.

27.3.8 CITIZEN COMPLAINTS

- A. The supervisor receiving the complaint, upon determining the nature of the complaint, will initiate the recording or documenting of the complaint on a complaint form and any or all subsequent detailed statements will be attached.
- B. The supervisor will then furnish the complainant with a receipt which acknowledges receipt of the complaint.
- C. Once the complaint is taken, the receiving supervisor shall review and mark any BWC video in EVIDENCE.com as being involved in a complaint.
- D. Any recorded incident which is likely to have a serious adverse impact upon the police department will be reported, without delay, through the chain of command to the Chief of Police.
- E. Any complaint which may result in the arrest of the complainant, based on the BWC video evidence, must be routed through the chain of command to be reviewed by the Office of Professional Standards Bureau prior to any enforcement activity.

27.3.9 SYSTEM ADMINISTRATION

Administration of the BWC system will be the responsibility of the Office of Professional Standards Bureau. Body worn camera system administration responsibilities include, but are not limited to:

- A. Configuration, issuance, and maintenance of all BWC equipment.
- B. Updating of device settings.
- C. Assisting with manual downloads to the storage server.
- D. Determining if a device will be sent for repair or disposed of appropriately.
- E. Any device found to be damaged due to willful negligence by an officer, shall be reported to the Office of Professional Standards Commander immediately.
- F. Forensic reviews will be conducted when directed by the Chief of Police or designee to determine whether BWC equipment and/or recorded data has been tampered with.
- G. The System Support Specialist will set and maintain user and group authority levels, passwords, and other required configuration of the evidence storage system.

- H. The Digital Evidence Technician will conduct evidence redaction per FSS 119 and ensure documentation of all viewed, edited, and deleted video is maintained as an audit trail within Evidence.com
- I. The System Support Specialist will manage the list of categories and notify supervisors when users fail to categorize their BWC recordings, or otherwise fail to properly use, store or maintain their issued BWC.
- J. The System Support Specialist will provide support to department employees in aspects of the BWC and evidence storage system.
- K. The System Support Specialist will maintain the audit system that monitors access to recorded data (e.g. who, what, when, and why)
- L. The Digital Evidence Technician will maintain a system for the management of data retention and data purging.

27.3.10 TRAINING AND POLICY COMPLIANCE

- A. Sworn members who are issued a body worn camera will receive hands-on training prior to being issued a BWC. The initial training will include at a minimum:
 - 1. A review of the policy, relevant state and federal laws governing consent, evidence, privacy, and public disclosure.
 - 2. Hardware operation, charging, docking, malfunctions, lost or damaged equipment.
 - 3. All mounting options.
 - 4. Categorization, data transfer procedures, data access, security, and retention guidelines, reporting improper recordings, and preparing and presenting digital evidence for court.
 - 5. Hands-on exercises that replicate operating the BWC.
- B. Annual refresher training will be scheduled and conducted through the Office of Professional Standards Bureau.
- C. The Office of Professional Standards Bureau will ensure all BWC training complies with statutory requirements and current manufacturer guidelines and specifications.
- D. Each quarter, the Professional Standards Bureau will randomly review five (5) body worn camera recordings. The review of these random recordings is to ensure officer and public safety, aid in the prosecution of criminal and traffic offenses, promote

community relations, and improve overall performance of the department.

- E. Failure to comply with this policy and the procedures as outlined may result in disciplinary action.

27.3.11 DATA RETENTION AND PUBLIC RECORDS

- A. All digital recordings collected using the BWC system are official records and the exclusive property of the Town of Jupiter.
- B. The release, dissemination, copying, broadcasting, or distributing of any portion of any BWC recording without the express prior approval of the Chief of Police, or his/her designee, is strictly prohibited.
- C. Unless otherwise specified below, all recordings shall be retained for ninety (90) days.
- D. Recorded evidence associated with an arrest, response to resistance, criminal investigation, or Internal Affairs investigation and/or a complaint against an employee shall be retained pursuant to Florida State Statutes Public Records laws.
- E. Vehicle crashes involving an employee, pursuit incidents, or events involving injury to an employee and/or citizen, or any recording of an event or public interaction the officer reasonably believes could lead to litigation against the officer or the Town of Jupiter shall be retained for a minimum of four (4) years and disposed thereafter only with approval from the Chief of Police or designee.

>All BWC recordings will be uploaded to the contracted storage service provider's system. The department reserves the option to utilize alternative storage methods on a case-by-case basis at the discretion of the Chief of Police or designee.

- F. Release of BWC recordings will be governed by Florida State Statutes Public Records laws.
- G. The Digital Evidence Technician will redact exempt footage pursuant to state statute and prior to release.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT
GENERAL ORDER 28.1 - Forfeiture

Subject: Forfeiture	Issued: 01/87
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 11/18
Signature: <i>Signature on File</i>	Revision #: 6

PURPOSE

The purpose of this General Order is to standardize policies and procedures regarding the seizure, maintenance, and forfeiture of assets pursuant to the provisions of the Florida Contraband Forfeiture Act, Sections 932.701 - 932.7062.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Jupiter Police Department members will utilize the provisions of the Florida Contraband Forfeiture Act to deter crime. The Act allows seizure and forfeiture of any controlled substance as defined in chapter 893 or any substance, device, paraphernalia, or currency or other means of exchange that was used, was attempted to be used, or was intended to be used in violation of any provision of chapter 893, if the totality of the facts presented by the state is clearly sufficient to meet the state's burden of establishing probable cause to believe that a nexus exists between the article seized and the narcotics activity, whether or not the use of the contraband article can be traced to a specific narcotics transaction.

DEFINITION

Forfeiture Act (the "Act") - To seize and forfeit real and personal property, including currency, vehicles, aircraft, and other contraband articles that are used in violation of the act.

28.1.1 PRINCIPLES

-
- A. LAW ENFORCEMENT IS THE PRINCIPAL OBJECTIVE OF ASSET FORFEITURE. The potential for obtaining revenues from forfeitures must not override fundamental considerations such as public safety, the safety of law enforcement officers, the investigation and prosecution of criminal activity, and respect for the rights of individuals as provided by law.
 - B. The employment, salary, promotion or other compensation of law enforcement on this agency will not depend on obtaining quotas of seizures.
 - C. The Jupiter Police Department will ensure, through the use of this policy and training, compliance with all applicable legal requirements regarding seizing, maintaining, and forfeiting property under the Florida Contraband Forfeiture Act.
 - D. When property is seized for forfeiture, the probable cause supporting the seizure should be promptly reviewed by a supervisor to ensure it meets the criteria for forfeiture as stated in the F.C.F.A. The determination of whether to seize currency must be made by supervisory personnel.

28.1.2 FORFEITURE CIRCUMSTANCES AND PROCEDURE

- A. During the course of an investigation, if an officer determines that a vehicle and/or personal property has been utilized to facilitate or was actually used in the commission of any felony, then that item may be forfeited. The circumstances in which an officer may seek forfeiture of a vehicle and/or personal property are addressed in Florida State Statutes, 932.701 and 932.702, entitled the Florida Contraband Forfeiture Act and for the purposes of this Policy/Procedure, referenced to as the "Act."
- B. Property may not be forfeited under the Florida Contraband Forfeiture Act unless the seizing agency establishes by a preponderance of the evidence that the owner either knew, or should have known after a reasonable inquiry, that the property was being employed or was likely to be employed in criminal activity.
- C. In addition to determining if the vessel, vehicle, aircraft, currency, or other personal property or contraband was utilized in violation of the Florida Contraband Forfeiture Act, **the seizure may only occur if the following circumstances exist:**
 - 1. The owner of the property is arrested for the criminal offense that forms the basis for determining the property was subject to seizure under the Florida Contraband Forfeiture Act, **unless** one of the following conditions exist; the owner of the property cannot be identified after a diligent search or the person in possession of the property denies ownership and the owner of the property cannot be identified by available means at the time of seizure;
 - 2. The owner of the property is a fugitive from justice or is deceased;

3. An individual who does not own the property is arrested for the criminal offense that forms the basis for determining that the property is a contraband article and the owner of the property had actual knowledge of the criminal activity;
 4. The owner of the property agrees to be a confidential informant as defined in F.S.S. 914.28. The seizing agency may not use the threat of property seizure or forfeiture to coerce the owner of the property to enter in a confidential informant agreement. The seizing agency shall return the property to the owner if criminal charges are not filed against the owner, or if the active criminal investigation ends, or if the owner ceases being a confidential informant, unless the agency includes the final forfeiture of the property as a component of the confidential informant agreement; or
 5. The property is a monetary instrument such as currency, money orders, prepaid or stored value cards or other devices that are equivalent of money and can be used to obtain cash, property, or services.
- D. If after a diligent effort by the agency, the owner of the seized property cannot be found after 90 days, the property is deemed a contraband article and forfeited subject to the act.
- E. The seizing officer shall obtain a post-seizure probable cause determination from the court within 10 business days from the date of seizure. This application may be made electronically, similar to the search warrant application process. The court will determine if the property owner was arrested and, if not, whether one of the arrest exceptions apply and whether there is probable cause that the seized property was an instrumentality or the proceeds of felony criminal activity. Upon receipt of a notice of forfeiture, a property owner may opt for one of the following:
1. Execute a Release of all Claims Form and voluntarily surrender the seizure property to the Town of Jupiter. In these instances, a sworn, taped statement should be taken from the property owner that will serve to establish that the release was voluntary and not induced under duress or promise. In addition, following the legislative changes in 2015, the agency will have to continue with the forfeiture action and obtain a Final Order granting title to the seized property to the Town. Cities may no longer cease the forfeiture process when the claimant(s) executes the Release paperwork.
 2. The property owner may elect to have an adversarial preliminary hearing within 15 days of receiving the notice. Should the seizing officer or other department personnel receive notification that the property owner does want a hearing, the Town Attorney must be notified so he can prepare to show cause in court as to why the property should be subject to seizure.
- F. Property not seized at the time of the violation of the F.C.F.A presently located on private premises should be seized pursuant to court order authorizing entry onto the private premises, unless otherwise authorized by law.
- G. After property is seized pursuant to the Florida Contraband Forfeiture Act, regardless of

whether the civil complaint has been filed, all pre and post settlements must be personally approved by the Chief of Police or designee if a delay would adversely affect the settlement.

H. Other forfeiture considerations include:

1. Is the property co-owned or titled or registered between husband and wife or jointly owned with another party, possibly resulting in the “innocent owner defense,” i.e., the co-owner did not know the property was going to be used in the commission of a crime.
2. Rented or leased property is not subject to forfeiture under normal circumstances.
3. Does the property have a lien or note held by another party (i.e., a bank loan).
4. Is the property’s fair market value at an amount below the threshold that would make forfeiture of the property cost effective based upon the fees associated with civil forfeiture.

28.1.3 VEHICLE SEIZURES

- A. The officer may seize a vehicle if he determines probable cause exists to believe the vehicle subject to seizure has been used, or was intended to be used, in violation of any provision of the F.C.F.A.. Vehicles also can be seized to deprive the defendant the use of the vehicle property in a criminal enterprise.
- B. Officers will inform the defendant that the vehicle is being seized under the F.C.F.A.
- C. Officers will notify the on duty Supervisor of the seizure. The probable cause supporting the seizure should be promptly reviewed by the on duty supervisor.
- D. Officers will conduct an ownership and lien check through Communications.
- E. Prior to removal of the vehicle from the scene, take photographs of the interior and exterior to provide evidence of the current condition of the vehicle.
- F. Inventory the entire vehicle and document everything accurately on a vehicle report.
 1. Remove any items of "considerable" value, i.e. electronic devices, jewelry, guns, wallets, keys. Submit the property into evidence as "prisoner property" utilizing the property voucher system.

Note: *Since these items will also be listed on the vehicle report, indicate on the vehicle report that they have been placed into evidence.*

2. All other moveable property should be secured inside the trunk.
- G. Check off the forfeiture box and have the defendant sign the vehicle report. If the defendant refuses to sign, write in "Refused," on the signature line.
- H. Notify the designated tow company for the seizure. Have the vehicle towed to the impound lot located at maintenance and secure it in the fenced in area. Ensure the tow truck driver signs the vehicle report.
1. An officer will accompany the tow company to the impound lot to ensure the chain of custody is maintained.
 2. During exigent circumstances or special operations, officers may drive the vehicle to the impound lot at the discretion of the on-duty Supervisor or Supervisor of the special operation, if evidence processing is not required and it is in safe operating condition.
- I. If vessels or aircraft are seized, it will be the responsibility of the seizing officer's supervisor to insure the conveyance is adequately secured and protected until arrangements can be made for storage during forfeiture proceedings. The Office of Professional Standards will be notified as soon as possible.
- J. Place a case card with the case number on the dash of the vehicle. Re-photograph the vehicle's interior and exterior. Close all the windows and lock all the doors.
- K. Take the vehicle key(s) only and attach a red weatherproof evidence tag on it. The evidence tag should indicate the date, time, make, model, tag, report number, and officer's name.
- L. A property voucher will be completed and the vehicle and vehicle keys will be submitted into the evidence section prior to the end of his/her shift. The evidence type in the property voucher will be "FORF - Forfeiture". This will notify the evidence technician that the vehicle is to be held for forfeiture proceedings.
- M. Prior to the end of his/her shift, the seizing officer will submit the following items to the on-duty shift supervisor at a minimum:
1. Forfeiture Summary Report.
 2. Vehicle registration and lien information (from Communications, not the original)
 3. Vehicle Report, with Officer's inventory (Copy)
 4. Rough Arrest and Probable Cause Affidavit (Copy)
 5. Photos of vehicle taken prior to and after transport to the impound lot.

6. PALMS and FCIC/NCIC printouts

- N. Within 24 hours of a vehicle seizure, the seizing officer will complete the OIR and Narrative Reports which will include describing the circumstances attendant to the seizure.

Note: *This above paperwork may be completed and turned in with the initially required items (Section 28.1.3 - L.) which must be submitted by the end of the shift on which the seizure occurred.*

- O. Once the paperwork has been reviewed by the on-duty shift supervisor, all documentation will be forwarded to the Office of Professional Standards for forfeiture consideration.

28.1.4 PERSONAL PROPERTY SEIZURES

- A. The probable cause supporting the seizure of personal property should be promptly reviewed by the on duty shift supervisor.
- B. The determination of whether to seize personal property, including currency must be made by supervisory personnel.
- C. Properly package and label the personal property being seized, separately from other evidence being submitted into evidence.
- D. Complete a property voucher and indicate that property was seized for forfeiture. If the property being seized for forfeiture needs to be held as evidence as well, indicate this on the property voucher.
- E. Within 24 hours of a seizure of personal property, the seizing officer will complete and submit a forfeiture packet to the on-duty shift supervisor, which includes the following:
1. Forfeiture Summary report.
 2. OIR and Narrative Reports which describe the circumstances attendant to the seizure (Copy)
 3. Rough Arrest and Probable Cause Affidavit (Copy)
 4. Photos of personal property.

28.1.5 REAL PROPERTY SEIZURES

- A. The Department may seize real property, whether residential, commercial, business or vacant, for forfeiture under the F.C.F.A if it determines that there is probable cause to believe the following:
1. The item subject to seizure has been used, is being used, or was attempted to be used, or was acquired with proceeds, in violation of any provision of the F.C.F.A.

2. Any violation of the F.C.F.A. has taken place or is taking place in, upon, or by means of the seized property.
- B. Probable cause seizures of real property may not be made without first obtaining a seizure warrant and/or Order Finding Probable Cause. Therefore, seizures of real property may not be made without prior judicial approval.
- C. Officers will consult with the agency's legal counsel before making any seizures, and will seek the agency's legal counsel assistance in applying for a seizure warrant.
- D. Final decision making authority to seize real property will rest with the Chief of Police, or designee.
- E. Within 24 hours of a seizure of real property made with a seizure warrant and/or an Order Finding Probable Cause, the seizing officer will complete a forfeiture packet (packet must be reviewed by the on duty supervisor prior to submitting to the Office of Professional Standards), which includes the following:
 1. Forfeiture Summary report.
 2. OIR and Narrative Reports which describe the circumstances attendant to the seizure (Copy)
 3. Rough Arrest and Probable Cause Affidavit (Copy)
 4. Photos of the real property and of seized vehicles/personal property.
- F. Seized real property will be submitted into the evidence section prior to the end of the officer's shift utilizing a property voucher. The evidence type on the property voucher will be "FORF - Forfeiture" in order to notify the evidence custodian to hold the property for forfeiture proceedings.

28.1.6 OFFICE OF PROFESSIONAL STANDARDS RESPONSIBILITIES

- A. Forfeiture paperwork will be reviewed by the on duty supervisor and forwarded to the Office of Professional Standards. The Office of Professional Standards commander will review the forfeiture file and make a determination as to whether or not to continue forfeiture proceedings.
- B. As soon as practical following seizure, the Office of Professional Standards Commander will ensure every effort is made to determine ownership of the seized property. This effort will include identification of:
 1. Registered owner(s)
 2. Title holder(s)

3. Bona fide lienholder(s), if any

- C. Notice of Seizure: The Office of Professional Standards Commander will ensure the owner(s) and/or bona fide lien holder(s), once identified, are given notice of their right to an adversarial preliminary hearing after the seizure to determine whether probable cause exists to believe that such property has been or is being used in violation of the F.C.F.A. Notice provided by certified mail (return receipt requested) must be mailed within 5 working days after the seizure is made.
- D. The decision to implement forfeiture proceedings must be made within 45 days after the date of seizure. If the decision is made to implement forfeiture proceedings, the Office of Professional Standards Commander will coordinate with the agency's legal counsel and prepare the documents necessary to initiate civil forfeiture proceedings, including but not limited to the Complaint for Final Order of Forfeiture, Notice of Forfeiture, and request for publication.
- E. If the decision is made to not implement forfeiture proceedings, the Evidence Technician will coordinate the return of the seized property to the owner.
- F. The agency's legal counsel will also be responsible for maintaining all referred forfeiture actions by handling all hearings, conducting discovery, preparing and responding to trial motions, and conducting any and all litigation, including trial.

28.1.7 CARE AND MAINTENANCE OF PROPERTY

- A. Seized items will not be used for any purpose until the rights, interest in and the title to the seized property are perfected pursuant to the provisions of the F.C.F.A. This does not prohibit use or operation necessary for reasonable maintenance of seized property.
- B. Reasonable attempts will be made to maintain the property in the condition it was in at the time of seizure.
- C. Reasonable effort will be made to maintain real property in such a manner as to minimize loss of value.

28.1.8 RELEASE OF SEIZED PROPERTY

- A. If, at the conclusion of the judicial process, the claimant prevails, the seized property will be released to the lawful owner immediately. The Department will not assess any towing charges, storage fees, administrative costs, maintenance cost, etc., against the claimant.
- B. In all other instances, if the seized property is to be released to the lawful owner, the department may assess the owner the actual costs, if any, for towing, storage and maintenance of the seized property. Absent settlement, administrative costs which do not reflect actual expenses will not be assessed.

- C. If the Department determines not to proceed with a forfeiture action, and absent evidentiary value to a pending criminal case or absent any settlement agreement to the contrary, the Department will ensure that the seized property is promptly released to its lawful owner or to his/her designee.

28.1.9 ASSET FORFEITURE REPORTING PROCEDURES

- A. The Town of Jupiter 's Finance Department is responsible for the tracking and accounting of forfeiture funds and related designated financial accounts.
- B. The Planning and Administrative Services Manger shall electronically submit an annual asset forfeiture report to the Florida Department of Law Enforcement indicating whether the agency has or forfeited property under the Florida Contraband Forfeiture Act. The annual report will specify the type, approximate value, court case number, type of offense, disposition of property received, and amount of any proceeds received or expended.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 28.2 - Arrest Procedures

Subject: Arrest Procedures	Issued: 01/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 05/10
Signature: <i>Signature on File</i>	Revision #: 3

PURPOSE

The purpose of this General Order is to establish procedures for effecting arrests.

SCOPE

This General Order will apply to all sworn Jupiter Police Department personnel.

POLICY

Arrests will be made in conformance to law and this order to ensure officer safety and to protect the rights of the arrestee.

DEFINITIONS

Full Custody Arrest - An arrest resulting in the defendant being removed to the police department or to the county jail. Releasing a defendant from the scene with a criminal citation or a Notice to Appear does not constitute a full custody arrest and thus denies the officer the ability to search the offender and/or his vehicle incident to arrest.

28.2.1 ARREST WITHOUT A WARRANT

A. A law enforcement officer may arrest a person without a warrant when:

1. The person has committed a felony, misdemeanor, or violated a county or municipal ordinance in the presence of the officer. (An arrest for commission of a misdemeanor, or violation of a county or municipal ordinance, must be made immediately or in fresh pursuit.)
2. A felony has been committed and the officer reasonably believes that the person committed it.

3. The officer reasonably believes a felony has been committed or is being committed and that the person to be arrested has committed or is committing it.
4. A warrant for arrest has been issued and is held by another peace officer for execution.
5. A misdemeanor violation of F.S. 316 (Uniform Traffic Control) has been committed in the presence of the officer. Such arrest may take place immediately or in fresh pursuit.
6. The officer has probable cause to believe the person to be arrested has committed, when not in the presence of the officer, one of the statutory misdemeanor exceptions stated in the Florida State Statutes, e.g. Battery, Acts of Domestic Violence, Criminal Mischief, Stalking, etc.

B. When effecting a warrantless arrest, the officer must inform the person to be arrested of:

1. The basis of his/her authority.
2. The cause of the arrest, except when:
 - a. The arrestee flees or forcibly resists before the officer informs him.
 - b. Giving the information would imperil the arrest.
 - c. If notification is not given before, it must be given as soon after the arrest as is reasonable.

28.2.2 ARREST WITH A WARRANT OR CAPIAS

- A. Origination: An arrest warrant is issued by a judge or magistrate if, after review, they reasonably believe the person complained against has committed an offense within their jurisdiction, F.S. 901.02.
- B. Jurisdiction: Warrants will be directed to all sheriffs of the state. They should be executed by the sheriff of the county in which the arrest was made, unless the arrest is made in fresh pursuit, F.S. 901.04.
- C. Authority: Officers may execute an arrest warrant or capias from another jurisdiction, only after confirming the validity of the warrant/capias, from the issuing authority via teletype, and whether the agency will extradite, if applicable.
- D. Warrant Application: An application for an arrest warrant requires the following:
 1. Completion of a misdemeanor or felony case package containing the Rough Arrest, Probable Cause, Witness List, and other related documentation for the arrest.

2. Review and approval of a supervisor.
3. Review by the State Attorney's Office for approval.
4. If approved, the sworn affidavit will be presented to a judge for issuance of an arrest warrant.

E. When effecting an arrest with a warrant, the officer making the arrest must inform the person to be arrested of:

1. The cause of the arrest; and,
2. That a warrant has been issued, **except when:**
 - a. The person flees;
 - b. Forcibly resists;
 - c. To do so would imperil the arrest.
3. The officer need not have the warrant on his person but, upon request of the person arrested, will show it to him as soon as practical.

F. Warrant Execution: For execution purposes, the term warrant will include a capias, pick up order, or court ordered commitment. An officer conducting a criminal investigation will do an NCIC/FCIC computer check for any outstanding warrants. A computer check will be done through the Communications Center. Confirmation of an outstanding warrant will be done on all computer checks.

1. Only sworn law enforcement officers will execute arrest warrants.
2. Palm Beach County warrants will be confirmed with the Palm Beach County Sheriff's Office Communications Division before an arrest is made.
3. Warrants issued outside of Palm Beach County jurisdiction will be confirmed through the issuing agency's communications or the fugitive warrants section via teletype. An arrest will not be made until verification is received from the issuing agency.
 - a. Out of state warrants will be verified with the issuing agency, via teletype, for status and extradition purposes. Warrants confirmed for extradition status will be processed as a fugitive from justice (F.S. 941.02) with no bond. The person will be released if the verifying agency refuses to extradite on the warrant.
 - b. Non Palm Beach County warrants issued within the State of Florida may have limitations on the geographical pickup area. If Palm Beach County is outside the

verified pickup area, the person will be released.

- G. Documentation: All warrant arrests will be documented on a Rough Arrest and Narrative report. A copy of the warrant(s) will be attached to the report. If a copy is not available, the officer will attach the original teletype printout of the NCIC/FCIC computer check and the verification of the warrant status.

28.2.3 CONCEALED WEAPON AND FIREARM LICENSE CHECK

- A. Requirement: F.S. 790.06(3) mandates that, upon notification, the Department of State suspend the concealed weapon/firearm license of any person arrested or formally charged with a felony or violent misdemeanor. The suspension will remain in effect until the final disposition of the case.
- B. License Check: An officer can request a concealed weapons/firearms license check from the Communications Center. The arrestee's social security number is required for this check. A criminal history can also be requested to check if the arrestee has been convicted of a felony.
1. Officers will use discretion in making an arrest for Possession of a Firearm by a Convicted Felon based solely on the results of the FCIC/NCIC criminal history.
 2. If the results of an FCIC/NCIC criminal history check reveal that an individual, who is in possession of a firearm, has been convicted of a felony, then further investigation should be done to confirm the felony conviction. This may require obtaining court documents and filing the case with the State Attorney's Office at a later time.
- C. Notification: Upon verification that the arrestee has been issued or has applied for a concealed weapon/firearm license, the officer will impound the license if it is in the arrestee's possession. The officer will contact the Department of State, Division of Licensing, by phone, at (850) 488 5381, Monday Friday, between the hours of 8:00 a.m. and 5:00 p.m. Officers unable to call during these hours can also FAX the information to (850) 487 7950, or request assistance from the Day Shift Watch Commander or his designee, who will complete a Supplemental Report for the arresting officer, indicating contact was made. The officer or designee will provide the following arrestee information:
1. Name and address;
 2. Date of birth;
 3. Social security number; and
 4. Criminal charges.
- D. Documentation: The arresting officer will forward the confiscated license, if applicable, and a copy of the Arrest Report/Probable Cause Affidavit, and Offense Incident Report, to the

28.2.4 SEARCH OF PERSON ARRESTED

- A. The person arrested, and the area within the person's immediate presence, may be searched for the purpose of:
 - 1. Officer safety;
 - 2. To prevent escape; and,
 - 3. To discover the fruits of the crime.
- B. A **full custody arrest**, resulting in the defendant being removed to the police department or county jail, is required in order to search the arrestee.
- C. This does not preclude a protective frisk for weapons based on reasonable suspicion the subject is armed and dangerous; or a lawful search based on probable cause.
- D. An officer making a lawful search without a warrant may seize all instruments, articles, or things discovered on the person arrested or within their immediate control.

28.2.5 RESIDENCE ENTRY

- A. Warrant Requirement: The entry into a residence is one of the most scrutinized areas of police actions. A valid arrest warrant, signed by a judge or magistrate, is the legal foundation for an intrusion into an arrestee's home to effect the arrest. A search warrant is also required for entry into a third party residence to effect the arrest of a person who does not reside at the specific residence, except with consent.
- B. Warrantless Entry: The courts have allowed certain exceptions to the warrant requirement for an arrest to be made inside a residence. These warrantless entry exceptions include:
 - 1. When a suspect has committed a violent crime inside a residence, is armed, and there is likelihood that a person will escape.
 - 2. When an officer is in fresh pursuit and the suspect enters his or her residence, the officer may follow the suspect into the residence to make the arrest.
 - 3. Consent is obtained to enter the premises from an owner or lessor.
 - 4. A person agrees to leave the residence voluntarily. (An officer may use deception or trickery to have the person voluntarily leave the home. However, trickery and deception will not be used to gain admittance to the residence.)
 - 5. The owner or lessor of a third party residence may provide consent to a search of a

residence not belonging to the suspect.

C. **Forced Entry:** F.S. 901.19 authorizes an officer to force entry into a building to make an arrest either by warrant, or when authorized to make an arrest for a felony without a warrant (approved warrant exception). An officer may use all force necessary and reasonable to enter the building. Authorization is permitted after:

1. The officer has announced his or her authorization.
2. The officer has announced the purpose of the entry and fails to gain admittance.
3. The officer observes or reasonably believes the person to be inside the building.
4. Forced entry into a building will only be accomplished after authorization from a supervisor or as the result of fresh pursuit.

D. **Protective Sweep:** An officer may make a warrantless entry into a residence as part of a protective sweep. A protective sweep is a limited pass through a residence to check for persons who may destroy evidence or pose a threat to the officer.

1. A protective sweep may be conducted after the arrest of a person inside a residence.
2. A protective sweep may be conducted after the arrest of a person immediately outside the premises, when there is reason to believe that others are inside the residence. The sweep may be performed only in areas where a person could be concealed. (These areas do not include areas too small for a person to fit.)
3. Any contraband or evidence observed in plain view may be seized.

28.2.6 STOP AND FRISK

A. **Stop:** F.S. 901.151, the Florida Stop and Frisk law allows for the temporary detention of a person under circumstances that reasonably indicate that the person has committed, is committing, or is about to commit a violation of criminal law. These temporary detentions are used for ascertaining the identity of the person and the circumstances surrounding the person's presence. Limitations to the Stop and Frisk include:

1. The detention will not be longer than the time reasonably necessary to determine identification and to inquire about the circumstances creating the reasonable suspicion.
2. The person will be released if probable cause does not exist for an arrest.
3. The detention will not extend beyond the initial stop or the immediate area.
4. All stops made under this section should be documented on a Field Interview Report

(FIR).

5. Additionally, the officer responsible for the temporary detention will ensure that the following information is entered into the call's disposition remarks:

- a. suspect's name;
- b. race;
- c. sex;
- d. date of birth;
- e. brief explanation of the reason for the detention; and,
- f. were handcuffs used.

B. **Frisk:** A person who is temporarily detained may be frisked for weapons if there is reasonable suspicion to believe that the person is armed with a dangerous weapon and is a threat to the safety of the officer or any other person. The frisk may be done only to the extent necessary to disclose or reveal the presence of a weapon.

- 1. A weapon discovered during a frisk may be used as probable cause for the arrest of the person.
- 2. If an officer plainly feels the presence of what is immediately apparent to be contraband or evidence of a criminal offense, the officer may remove the contraband or evidence and charge the person accordingly. However, the frisk may not extend beyond the scope of a weapon search in order to discover any other contraband (Minnesota vs. Dickerson, 1993)
- 3. A frisk may be extended to a bag or container in the person's possession.

C. **Search:** If probable cause exists for the arrest of the detained person, the officer will arrest the person, and search the person and the area within the person's immediate presence incident to a lawful, full custody arrest.

D. **Citizen Contacts:** An officer may, at anytime, request to talk to a citizen as long as the encounter is with the citizen's consent and the citizen is aware of his or her freedom to leave. This contact is not subject to the Stop and Frisk limitations if it is consensual. If the contact leads to a consent search, then an FIR or Information Report must be completed to document the search

28.2.7 SEARCHES OF VEHICLES

A. **Warrantless Searches:** The United States Supreme Court has ruled that due to the mobile

nature of vehicles on public roadways, they may be searched without a warrant as follows:

1. **Incident to Arrest:** An officer may search the interior compartment area of a vehicle and any open or closed containers therein, incident to the lawful, full custody arrest of an occupant of the vehicle. Releasing the occupant from the scene with a criminal citation or a Notice to Appear does not constitute a full custody arrest.
 - a. A search of the vehicle's trunk, however, is not within the scope of this search. Independent probable cause (contraband or other evidence of a crime) must be established as the result of the overall investigation in order to search the trunk or any closed containers outside the interior compartment or in the trunk. Independent probable cause can include any information established in the search of the interior compartment area.
 - b. Officers must initiate contact with a defendant while he is still in his vehicle either by confronting him or by signaling, i.e. blue lights in order to be authorized to search his vehicle incident to a full custody arrest. Allowing the defendant to arrive at his destination and exit his vehicle prior to contacting him does not allow for a search of the vehicle incident to arrest.
 2. **Auto Search:** An officer may search any portion of a vehicle, including closed containers, as long as the officer has probable cause to search that particular area of the vehicle or container for contraband, weapons, or evidence of a crime. Probable cause can be established through a canine exterior search, direct observation, or other legally established investigative methods.
 3. **Plain View:** An officer may seize contraband discovered in plain view inside a vehicle and search the entire vehicle and any open or closed containers found within the vehicle. However, an officer must view the contraband from a legal vantage point and the nature of the contraband must be immediately apparent to the officer.
 4. **Impound:** An officer will inventory an entire vehicle and its contents to include any open or closed containers subsequent to a vehicle impound. The vehicle impound will be accomplished in accordance with the General Order indexed as Vehicle Impound and Towing.
 5. **Consent:** A vehicle's driver and/or owner may consent to a search of a vehicle. Consent to search must be voluntary, and not based upon any form of coercion. When possible, the consent will be documented on a "Consent to Search" form. Consent searches must be documented whether the results are positive or negative.
- B. **Warrant Searches:** The search of a vehicle, based upon a valid warrant, will be executed in accordance with the conditions established in the search warrant. A vehicle search warrant is required, when the vehicle to be searched is:

1. On private property; and/or,
2. Is immobile and not traveling on public roadways.

28.2.8 ARRESTEE RIGHTS

- A. Miranda Warning: In *Miranda v. Arizona*, the U.S. Supreme Court ruled that a suspect in custody must be advised of the Miranda Warning and a waiver obtained before any interrogation.
1. Custody: The courts have held that custody begins when a person does not reasonably believe that he or she is free to leave or their freedom of movement has been curtailed by the words and/or actions of an officer. It is the mind set of the person being questioned that will determine a custodial interrogation, not the mind set of the officer.
 2. Interrogation: Miranda warning cards are provided to officers. The Miranda warning will be read to suspects who are questioned while in custody. A Miranda warning is not required during investigations that include:
 - a. Routine traffic stops.
 - b. General interviews used in the fact finding area of the investigation (Miranda may be required if the fact finding phase becomes accusatory, restricting the freedom of movement of a suspect).
 - c. No questioning of a suspect is required.
 - d. A Stop and Frisk encounter. Miranda will be required if probable cause or warrant arrest is made and the questioning of a suspect continues.
- B. Invocation of Rights: When an arrestee asserts his or her Miranda Rights, the officer will discontinue questioning when:
1. The arrestee invokes the right to remain silent. (Questioning may resume if the arrestee reinitiates the process.)
 2. An arrestee requests the presence of an attorney.
 3. The rights of an arrestee will be adhered to at all times during any investigation.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 28.3 - Career Criminals

Subject: Career Criminals

Issued: 04/03

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this General Order is to establish guidelines for the handling of career criminal cases.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

POLICY

It is the policy of the Jupiter Police Department to improve public safety by the identification of habitual/serious offenders and to assist the State Attorney's Office with case preparation.

DISCUSSION

A substantial and disproportional number of serious crimes are committed by a small number of repeat offenders, commonly known as habitual felony offenders or habitual violent felony offenders. Priority should be given to the investigation, apprehension and prosecution of these career criminals.

DEFINITIONS

Career Criminal – Any defendant who meets the criteria of a “Habitual Felony Offender”, “Habitual Violent Felony Offender”, Three-Time Violent Felony Offender”, or “Violent Career Criminal” as defined in 775.084 F.S.

28.3.1 GENERAL PROCEDURES

- A. Whenever a felony arrest is made, the arresting officer will cause a criminal history check on the defendant.

- B. The arresting officer will check the criminal history printout to determine if the defendant meets the Career Criminal criteria as listed in 775.084 F.S.
- C. If the defendant meets the Career Criminal criteria, the officer will document this on the State Attorney's Office Filing Information Form by checking the appropriate box. This is done to alert the State Attorney's Office of potential candidates for prosecution under this law.
- D. All felony arrests initiated by the Jupiter Police Department are reviewed internally by the State Attorney's Office regarding application of Career Criminal sanctions.
- E. The arresting officer will maintain coordination with the State Attorney's Office to assist in prosecution and preparation of the case for court presentation.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 29.2 - Personal Lockers

Subject: Personal Lockers	Issued: 09/91
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 06/13
Signature: <i>Signature on File</i>	Revision #: 2

PURPOSE

The purpose of this General Order is to establish procedures governing the use of agency lockers and locks.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will provide and assign personal lockers that are for the storage of personal and departmental issued property, and are subject to periodic inspections.

29.2.1 RESPONSIBILITIES

- A. All Department personnel will be assigned a locker by the Office of Professional Standards Commander or designee.
 - 1. There will be no random selecting of lockers.
 - 2. No lockers are to be switched or changed without prior approval from the Office of Professional Standards Commander.
- B. All Department personnel will:
 - 1. Secure their lockers with the locks supplied by the Police Department.
 - 2. Be responsible for complying with the provisions of this order.
 - 3. Maintain their lockers and locker room in an orderly and clean manner.

4. Keep the locker closed and locked at all times when the Department member is not present.

29.2.2 LOCKER USE

- A. Lockers are to be used to secure Departmental and personal property, such as clothing, rain gear, authorized weapons, and personal hygiene items.
- B. Prohibited Use:
 1. No hazardous or combustible materials will be stored in the lockers.
 2. Under no circumstances will evidence, contraband, or found property be stored in the lockers.
 3. Perishable food and drink items are not to be kept in the lockers.

29.2.3 INSPECTIONS

- A. Locker inspections will be conducted to insure compliance with this order.
- B. Inspections may be conducted by platoon level supervisors or command staff members on a scheduled basis with the employee present or on a random basis without the employee being present.
- C. The Office of Professional Standards Commander or his designee will possess the combinations to all assigned locks.
- D. In the event of employee separation from the Department, the lock will be turned back in to the Office of Professional Standards along with all other issued property.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 29.3 - Building Security

Subject: Building Security

Issued: 01/87

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 3

PURPOSE

A secure working environment is necessary in order to provide efficient police services to the community. This necessitates a higher level of security awareness to provide for the safety of police department employees and security of the police department.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

All employees are responsible for enforcing security procedures and will maintain constant security awareness to the presence of unauthorized visitors, and identify other possible security concerns in or around the police department.

29.3.1 POLICE DEPARTMENT SECURITY

- A. All exterior doors to the Jupiter Police Department and any interior doors on the electronic access control system will remain closed to prevent unauthorized entry and to maintain the integrity of the electronic access control system.
1. Only properly identified employees in police uniform or displaying an issued identification (ID) access card, and authorized visitors will be granted access to the Jupiter Police Department.
 2. All Jupiter Police Department employees, visitors, volunteers, and vendors will wear either an official ID access card, visibly displayed, or be in official police uniform while they are in the Jupiter Police Department, whether they are on duty or off duty.
 3. Persons brought into the Jupiter Police Department by an employee (e.g. Victims, witnesses, or parents of a juvenile) will remain the responsibility of the employee

who provided entry, until such time the visitor exits the police department, or is turned over to another employee.

- B. Employees will question persons in the Jupiter Police Department who are without an escort or an appropriate ID card.
 - 1. Authorized persons with legitimate business in the police department who do not have a proper ID card will be escorted to the Receptionist Desk where they may request a proper ID card.
 - 2. Persons without an ID card found within the Department, or those who are observed acting in a suspicious manner on property immediately surrounding the Department, will be brought to the attention of a sworn officer, who will:
 - a. Make further inquiry; and
 - b. If necessary, escort the person out of the police department; and
 - c. If necessary, prepare an offense report identifying the subject and the details of the incident.
- C. All packages, flowers, etc. may be subject to search prior to entering the police department.
- D. In the event the electronic access control system fails, the Shift Supervisor will be responsible for the security of the police department. The on-call Executive Staff member will be notified of the system failure.

29.3.2 IDENTIFICATION ACCESS CARDS

- A. The Administrative Services Commander will issue ID access cards to all employees and is responsible for the employee information and access controls entered into the electronic access control system.
- B. Every employee will have their own ID access card that is unique to them and will display the employee's photograph and name at a minimum.
- C. All Jupiter Police Department employees will be issued an identification access card.
 - 1. Each employee will be issued (1) one ID access card, which will also serve as their official identification card.
 - 2. The ID access card will allow employees to gain access to all Jupiter Police Department doors for which they are authorized, and which are secured by the electronic access system.
 - 3. The system's master computer records all ID access card entries, as well as detecting

attempts to gain entry into unauthorized areas.

4. The employee to whom the ID access card is issued is responsible for all uses of that card. Employees will not borrow ID access cards nor will they give or loan their cards to any other person.
5. Employees who lose their ID access card must notify the on-duty Shift Supervisor and the Administrative Services Commander immediately so that the card can be deactivated.

D. All employees will use their ID access card to gain access to Department doors secured by the electronic access system.

1. The Communications Center has the ability to unlock certain doors if an employee does not possess his ID access card, however, the entry is logged in the system as an alarm and the employee will be required to explain why the ID access card was not in his possession.
2. When an employee gains entry into the Department, that employee is responsible for ensuring the door they accessed is closed after their entry. This includes the sallyport door.

29.3.3 REPLACEMENT CARDS

Replacement cards will be issued on an as needed basis or as a result of promotion or transfer within the Department.

A. Lost or Damaged Cards: To replace a lost or damaged card, a memorandum and a Lost or Damaged Town Property form must be submitted to the Administrative Services Commander, via the Chain of Command, within 48 hours.

1. Damaged cards must be returned for deactivation.
2. Damage or loss due to negligence may be subject to a replacement fee.
3. Failing to report a lost card within the time period is subject to discipline.

B. Promotion or Transfer Cards: When a memorandum or Personnel Action Form is received by the Administrative Services Commander indicating that an employee has been promoted or transferred within the Department, a new identification card will be issued indicating the appropriate change

29.3.4 CARD DELETION AND DESTRUCTION

When an employee leaves the employment of the Jupiter Police Department, they must return

their ID access card to the Administrative Services Division for equipment accountability. The Administrative Services Division will then forward the card to the Administrative Services Commander for deactivation and destruction.

29.3.5 INSPECTIONS

- A. Visitor Identification Cards - will be yellow in color with the word "Visitor" on the front. They will be worn at all times by authorized visitors.
1. The Receptionist Desk will maintain a log with the name, time in/out, and unit/person being visited
 2. All visitors receiving a Visitor ID Card will be requested to leave a form of ID at the information desk to ensure the Visitor ID Card is returned (with the exception of Law Enforcement Personnel, Town Personnel, and VIPS).
 3. Visitor ID Cards will have no electronic access privileges to the Jupiter Police Department
- B. Vendor Identification Cards - will be green in color with the appropriate vendor information on the front of the card. They will be worn at all times the vendor is inside the Department.
1. The Receptionist Desk will maintain a log with the name, time in/out, and unit/person being visited
 2. All vendors receiving a Vendor ID Card will be requested to leave a form of ID at the information desk to ensure the Vendor ID Card is returned.
 3. Vendor ID Cards will have limited electronic access to the Jupiter Police Department
- C. Town Employee ID Access Cards - Town of Jupiter employees will have Town of Jupiter ID Access Cards, issued by the Town, for the Town's electronic access card system.
1. Electronic access to the Jupiter Police Department will be given to Town of Jupiter employees who regularly need access to the Jupiter Police Department, upon approval by the Chief of Police.
 2. Town employees will sign a "Building Security and ID Access Card Agreement" in order to receive electronic access.
 3. Town Employee ID Access Cards will have limited electronic access to the Jupiter Police Department.

29.3.6 EXEMPTIONS

- A. Town employees displaying an official Town identification card need not be issued a Visitor ID Card once the purpose of their visit is known.
- B. Law enforcement personnel from other agencies in official uniform need not be issued a Visitor ID Card once the purpose of their visit is known.
- C. Civilians involved in a group tour of the Jupiter Police Department will not be issued individual Visitor ID Cards and are the responsibility of the employee conducting the tour.

29.3.7 VIDEO SECURITY MONITORING

- A. Communications personnel will monitor the video security cameras which cover certain exterior and interior areas of the Town Hall Complex.
- B. Communications personnel will report any suspicious activity they observe to the Watch Commander, as well as dispatching a Road Patrol unit to investigate.

29.3.8 TOWN HALL SECURITY

- A. The Jupiter Police Department is responsible for the security of the Town Hall facility.
- B. During business hours, random police vehicle and foot patrols of the Town Hall facility should be conducted.
- C. After business hours, a security check of the interior and exterior of the Town Hall facility and Jupiter Police Department will be conducted.

29.3.9 ABACOA FIELD OFFICE

- A. The Abacoa Field Office is a Jupiter Police Department facility and therefore all security measures stated in this General Order are applicable. Visitors at the Abacoa Field Office will remain under the supervision of Department personnel at all times. Visitor ID Cards will not be required.
- B. In the event of a system failure at the Abacoa Field Office, the On Duty Supervisor will lock the door with the dead bolt lock until such time repairs can be made.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 29.5 - Use of Exercise Room

Subject: Use of Exercise Room

Issued: 03/92

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 06/99

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish guidelines for the conduct and safety of personnel using the Department's Exercise Room.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Only those employees authorized by the Chief of Police are authorized to use the exercise facility. The exercise room will be available for use 24 hours per day for personnel convenience.

29.5.1 RULES

- A. Appropriate attire will be worn while using the facility:
 - 1. NO bare feet NO hard soled shoes;
 - 2. NO ripped up shirts, cut offs; or
 - 3. Ragged sweat suits
- B. Towels will be required, as perspiration will be wiped from equipment after each use. Also, towels will be used on equipment when necessary to protect from skin contact and health concerns.
- C. Equipment damage will be reported to the on-duty Watch Commander immediately.
- D. Any equipment which is moved will be returned to its proper place after each use.

- E. No loud music between 0700 - 1800 hours.
- F. No food or beverages are allowed in the Exercise Room (water is permitted in closed top, non-breakable containers).
- G. All lights, fan, and stereo equipment must be turned off after use, unless the facility is being used by another employee.
- H. Fitness attire should not be worn in the Department other than in the Exercise Room. Employees coming into the station already dressed to work out should go directly to the fitness facility, and exit the Department promptly after exercising. If business has to be conducted before or after work outs, employees will bring a change of clothes and utilize the locker rooms, so that appropriate attire is worn in the general areas of the Department.

29.5.2 SAFETY

Any employee who has not worked out for some time and is unfamiliar with the proper use of weight equipment should seek guidance and instruction. This can be accomplished by contacting the Training Coordinator.

29.5.3 RESPONSIBILITIES

- A. The Department reserves the right to revoke or deny facility privileges for failure to comply with any of the policies contained herein or for any other reason.
- B. Abuse or misuse of equipment will NOT be tolerated.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 29.6 - Automated External Defibrillator (AED)

Subject: Automated External Defibrillator (AED)	Issued: 06/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 06/13
Signature: <i>Signature on File</i>	Revision #: 3

PURPOSE

The purpose of this General Order is to define methods by which the Automated External Defibrillator (AED) will be used. This policy will ensure the accountability for the instrument as well as the training of the users.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will provide citizens with emergency cardiac care prior to the arrival of Advanced Life Support (ALS) providers. This service will be provided through the use of Automated External Defibrillator (AED) devices. The Officers' use of the AED will not supersede the care provided by recognized Advanced Life Support (ALS) providers. The AED will allow the Officer to deliver early defibrillation to those patients requiring such care.

DEFINITIONS

Automated External Defibrillator (AED) - A device used to administer an electric shock through the chest wall to the heart. Built in computers assess the patient's heart rhythm, judge whether defibrillation is needed, and then administer the shock if necessary.

First Responder - A Police Officer who has successfully completed the national cognitive and skills evaluations for cardiopulmonary resuscitation and emergency cardiac care. In this document, the term first responder refers to those officers that have also been trained in the use of the AED.

Advanced Life Support - Emergency Medical Personnel possessing the skills, knowledge and equipment that enables them to provide for the patient's care.

29.6.1 AED USE PROCEDURES

- A. Initial first responder assesses the patient and ensures that Advanced Life Support is enroute.
- B. Determine the absence of respiration and pulse (ABC assessment).
- C. Initiate CPR immediately in accordance with current CPR protocols.
- D. Attach the AED pads and activate the unit as soon as possible in accordance with specifications and training. Insure no patient movement or handling during the analysis.
- E. Stop CPR and the AED will analyze the rhythm.
- F. If a shockable rhythm is determined, verbally state "All Clear", and in addition, visually clear the area. Discharge the shock by pressing the shock button upon command.
- G. Listen to the unit prompts and follow instructions by repeating sequence or resuming CPR.
- H. Give a quick verbal report to the Advanced Life Support Unit upon their arrival.
- I. Once on the scene, Advanced Life Support will have patient care authority.

29.6.2 AUTHORIZED USE

Only department personnel who have successfully completed training on the use of the Automated External Defibrillator will be qualified to use the AED. Training will be conducted as soon as possible after hiring, and minimally every two years thereafter, along with CPR recertification.

29.6.3 INDICATIONS FOR USE

- A. For adult victims of suspected cardiac arrest without a pulse and respirations.
- B. For pediatric victims greater than 80 lbs. in suspected cardiac arrest without a pulse and respirations.

29.6.4 INVENTORY AND MAINTENANCE

Preventative maintenance checks will be conducted at the beginning of each shift. If the equipment malfunctions or is damaged or is otherwise inoperative, the AED will be turned over to the Training Coordinator as soon as practical. In the event the Training Coordinator is not available, the on duty Platoon Supervisor will assume control of the AED and turn the equipment over to the Training Coordinator at the earliest opportunity, to facilitate the repairs or replacement.

29.6.5 REPORTING

If the equipment is used for any reason, an AED Usage Form will be completed and forwarded to the Training Coordinator and new pads will be issued.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 29.7 - Department Computer Systems**

Subject: Department Computer Systems	Issued: 05/02
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 02/19
Signature: <i>Signature on File</i>	Revision #: 7

PURPOSE

The purpose of this General Order is to provide guidelines for the proper use of department owned computers, both utilized within the confines of the facility and in the field and to outline the relationship and incorporate the CJIS security guidelines within.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department provides various types of computers for use by all personnel to aid in providing law enforcement services in an efficient and effective manner.

While the primary purpose of department computers is to assist employees in completing their daily assignments, it is recognized that frequent exposure to computer systems will generally enhance a member's ability to work with a computer.

DEFINITIONS

Criminal Justice Information (CJI) - Information provided by the FBI to include, but is not limited to biometric data, identity history, person, property, and case/incident history data.

Criminal Justice Information Services (CJIS) - Federal information security requirements for protecting the sources, transmissions, storage and generation of CJI.

DAVID - A driver's license and vehicle information system maintained by the Department of

Highway Safety and Motor Vehicles. Access to this system is limited to certified users.

DAVID Emergency Contact Information (ECI) - Emergency contact information is a person's registered emergency contact to be utilized only in the event of an emergency as defined as a serious injury, death, or other incapacitation.

Florida Crime Information Center (FCIC) - Florida's law enforcement/criminal justice computerized information system.

National Crime Information Center (NCIC) - National law enforcement/criminal justice computerized information system.

FCIC/NCIC Terminal - A computer terminal maintained in a secure location with limited access utilized to access the Florida and National Crime information databases.

Mobile Computer Terminal (MCT) - A communications device capable of receiving and transmitting data among units and other agencies, including the NorthCom Communications Center. The MCT also provides direct user access to national, state, and local computer databases and others on the MCT system.

Personally Identifiable Information (PII) - Information which can be used to distinguish or trace an individual identity, such as name, social security number, or biometric records, alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth or mother's maiden name.

Terminal Agency Coordinator (TAC) - Serves as the liaison between the Jupiter Police Department and the Florida Department of Law Enforcement (FDLE) regarding FCIC/NCIC.

Local Agency Security Officer (LASO) - Designee of the Information Systems Department to ensure compliance with the FBI CJIS Security Policy and technical aspects of the agency network.

Information Systems - A department with the Town of Jupiter responsible for the overall administration and maintenance of servers, hardware components, and software applications for the Town of Jupiter to include the police department.

Social Media Site - A website to include, but is not limited to Facebook, Twitter, Instagram, YouTube, blogs, forums, chat rooms, electronic dating services, or any other social networking site.

Workstation - For the purposes of this General Order, the term workstation shall include any department issued computer device including but not limited to Mobile Computer Terminals, handheld devices, virtual machines, and desktops computers.

Crossmatch I.D. Device - A handheld, wireless supported scanning device that communicates via the Mobile Data Terminal (MDT) to the Florida Department of Law Enforcement FALCON identification system. The device checks fingerprints obtained from an individual and can

provide biometric identification if electronic prints exist in the Florida Department of Law Enforcement FALCON identification system.

29.7.1 COMPUTER SOFTWARE AND USAGE PROCEDURES

- A. Personal use of workstations is restricted to Department members only.
- B. Additional software may be loaded into workstations permanently assigned to an individual, only with prior approval of the town Information Systems department. The member to whom the workstation is issued is responsible for assuring that software installed is fully licensed, and free from viruses.
- C. Department requirements and needs for hard drive space and/or memory will take priority over any other software added. Information Systems personnel may delete any personal files or programs, as may be necessary, to make room for Departmental programs.
- D. No games may be loaded into the hard drive of any department workstation.
- E. Department workstations are subject to both scheduled and unannounced inspection by the Chief of Police or his designee, supervisors, systems support personnel, or Town computer specialists. No individual files may be hidden or password protected by members unless said files are opened immediately upon demand by the inspecting member.
- F. Members will not alter or remove any software from a department workstation without prior authorization from the Information Systems Department.

29.7.2 COMPUTER NETWORK SECURITY

- A. The Town of Jupiter maintains a secure network with certain protocols in place to prevent the unauthorized introduction of viruses or other harmful content onto the network. When utilizing department workstations the following procedures will be adhered to:
 - 1. Members will not attempt to disable, damage, or otherwise bypass any security setting, including email or internet filter.
 - 2. In the event a virus is found on any workstation, the member noticing the problem will immediately notify their supervisor, who will be responsible for contacting Information Systems to coordinate repair.
- B. No member will attempt or execute a log-on to any department workstation by means of using another person's log-in name, employee ID, and/or password.
- C. In order to prevent unauthorized access to department computer systems and sensitive information contained within, members will completely log off of workstations when not being used or when left unattended. Computer monitors shall not be visible to

unauthorized persons.

- D. Members have no expectation of privacy for any network communication or use of department workstations. All electronic communications by law enforcement agencies is considered public record. The Jupiter Police Department reserves the right to monitor, inspect, and review any use of a workstation at the Department's discretion.
- E. When a person leaves the employ of the Jupiter Police Department, the Systems Support Specialist will delete their access code from the computer system. Other code/password changes will be done at the discretion of the Systems Support Specialist.
- F. The Systems Support Specialist will conduct an annual security audit of the Department computer system for verification of all passwords, access codes or access violations.
- G. Use of personal computers, tablets, smart phones, or any other personal device utilized to access department networks shall ensure their use does not conflict with agency policy and procedures.
- H. Jupiter Police Department prohibits the use of personally owned electronic devices to access any criminal justice information.
- I. Any threat or security related issue shall immediately be documented and forwarded to the Terminal Agency Coordinator (TAC) and the Local Agency Security Officer (LASO).

29.7.3 E-MAIL PROCEDURES

- A. All e mail correspondence is the property of the Town of Jupiter.
- B. Employee e mail communications are not considered private despite any such designation either by the sender or the recipient.
- C. Messages sent to recipients outside of the Town of Jupiter, if sent over the Internet and not encrypted, are not secure.
- D. The Town of Jupiter Information Systems Department reserves the right to monitor its e mail system, including an employee's mailbox, at its discretion in the ordinary course of business. Please note that in certain situations, the Town of Jupiter Information Systems Department may be compelled to access and disclose messages sent over its e mail system.
- E. The existence of passwords and "message delete" functions do not restrict or eliminate the Town's ability or right to access electronic communications.
- F. Employees will not share e mail passwords, provide e mail access to an unauthorized user, or access another user's e mail box without authorization.

- G. Employees will not post, display or make easily available any access information, including, but not limited to, passwords.
- H. Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Department's policies concerning "Equal Employment Opportunity" and "Sexual Harassment and Other Unlawful Harassment."
- I. All department members will be responsible to check their work electronic mail at least once each workday.
- J. In the event of a violation of one of the prohibitions listed in this policy, there will be a presumption that the person logged onto the originating device is the violator, and the burden will be on that person to prove otherwise.
 - 1. Because of this, members are directed to never give their login and password information to anyone under any circumstances, and to log off the network when away from their workstations.
 - 2. Members will initiate a change of password with the Information Systems Department at any time that they believe that their password may have been compromised.

29.7.4 INTERNET PROCEDURES

- A. Applicability and Purpose - Internet services, including but not limited to, web browsing, e mail, and chat groups, which are accessed via Town information technology resources must be used for business purposes. Internet capabilities are provided to improve employee productivity in our delivery of community services. Additionally, services such as email and our web site are provided to improve our citizen's access to Town services and information.
- B. User Responsibilities Users will exercise good judgment and professional ethics at all times. As a user of Town computer and communications services, you are responsible for:
 - 1. Using the Internet in accordance with this policy.
 - 2. Using the Internet in a manner that does not adversely affect system resources.
 - 3. Using the Internet in a manner that does not adversely reflect on the Department, the community, or its citizens.
- C. The following activities using Town owned information technology resources to access the Internet are permitted:
 - 1. Use of resources to access job related information to meet the requirements of the user's duties and responsibilities.

2. Use of resources to participate in news groups, chat sessions and e mail discussions having a direct relationship to the user's duties and responsibilities.
3. The limited use of information technology resources for personal or charitable purposes during personal time is permitted provided that permission of the employee's supervisor is obtained, that such use is not disruptive to normal business activities, and that consumable supplies, such as paper, are replaced.
4. The limited use of information technology resources for personal e mail is permitted provided such use does not disrupt business use of the resource.

D. The following activities using Town owned information technology resources to access the Internet are specifically prohibited:

1. Personal use must be limited so as not to interfere with normal business activities and must not include any activity that would either embarrass or potentially embarrass or discredit the Town, its residents, businesses, taxpayers or employees.
2. Use of technology resources for the purpose of personal financial gain or any commercial activity is prohibited.
3. Use of technology resources for illegal or illicit activities is prohibited.
4. Use of technology resources to threaten, harass, or transport obscene materials is prohibited.
5. Use of technology resources for viewing pornography or obscene materials of any kind is prohibited. (Exception unless related to a CIS investigation which has been authorized by the CIS Supervisor.)
6. Use of profanity, obscenities or other potentially offensive language is prohibited.
7. Violations of any software license agreements, or information service contracts, or copyright protected materials by the unauthorized duplication of software, files, operating instructions or documents is prohibited.
8. Vandalism, including, but not limited to, the uploading / downloading / creation of computer viruses or the attempt to destroy, harm or modify data of another user is prohibited.
9. Transfer of large volumes of data or numerous files that require excessive disk storage is prohibited.
10. Use of Town owned computing equipment for playing games is considered inappropriate.

E. Internet Privacy Statement

1. Because e mail is being generated on Town owned property, purchased with public funds, the user should not have the expectation that their e mail files are private. These files are public files and subject to all public records laws, archival policies and any scrutiny normally afforded to any other Town files and documents.
 2. The Town reserves the right to monitor its systems for any reason, including the right to review, audit, and disclose all matters sent over its email system. For this reason, all communications should be regarded as "on the record and attributable to the employee" and use of Town email for personal communication is done so at the employee's own risk.
- F. The Town's Internet operating software records all sites visited from each workstation. As a standard operating procedure, Information Systems staff will review these records periodically to determine policy compliance by individual employees.

29.7.5 COMPUTER SYSTEM BACK-UP AND STORAGE

- A. All systems files, including applications, are backed up nightly on tape. The tapes are kept for one week and stored onsite.
- B. A complete system back up, including the operating system, is done monthly. The tapes are kept for 30 days and stored in a safe at an offsite location designated by I.S.
- C. Tapes are recycled once they have been retained for their respective time period.

29.7.6 REPAIRS AND MAINTENANCE

- A. Damaged Units:
1. Fresh damage to any department workstation or device must be reported to the member's immediate supervisor in writing prior to the end of the shift that the member is working.
 2. The supervisor will forward the Lost/Damaged equipment report to the Information Services Department documenting the extent of the damage and the circumstances under which it occurred.
 3. Damaged units will be placed in the equipment storage room and tagged as inoperable. A copy of the Lost/Damaged Equipment form will be attached to the unit.
- B. Non-functional units:
1. Members who experience problems with the routine functioning of any workstation

should first contact their immediate supervisor for assistance.

2. If the Supervisor cannot correct the problem, he/she will then follow the procedure for damaged units by storing the unit in the equipment storage room. The member will complete a memorandum detailing the following:

- a. The nature of the malfunction
- b. What the employee did leading up to the malfunction, if known
- c. Any corrective measures attempted, along with the results of the action

- C. The supervisor will ensure the appropriate repairs are made by systems support personnel.

29.7.7 MOBILE COMPUTER TERMINALS

- A. Sworn personnel assigned to uniform field duty (e.g., Patrol Bureau, Traffic Enforcement, Neighborhood Enhancement Team) will log into the MCT program at the beginning of their shift. If unable to login, these members will notify NorthCom immediately so they can be logged into MCT.
- B. Specialized unit members not responsible for call response will log onto the MCT program at the discretion of their supervisor.
- C. Upon completion of their shift all members who are logged into the MCT system will log off prior to going off duty.
- D. Officer Safety will take priority when utilizing the MCT. When officer safety prevents the officer from safely using the MCT, the officer will make all requests for information or status changes via the police radio.
- E. Use of the MCT while the vehicle is in motion is hazardous and should be limited to single key operations. If receiving a message or text entry is required, the vehicle should be in a safe location.
- F. Officers will ensure the Automatic Vehicle Locator (AVL) is connected and functioning properly. AVLs that are not functioning will be reported to the shift supervisor and a MCT Repair Form will be completed by the officer.
- G. MCT use shall be in accordance with agency written directives, the DAVID agreement, and the FCIC/NCIC agreement, and only utilized for authorized purposes.

29.7.8 MCT CALL DISPATCHING AND SELF INITIATED ACTIVITY

- A. MCT's supplement the existing voice radio system. MCT's are not intended to replace voice radio communications, but to allow the voice channels to be available for higher priority

traffic.

- B. When able to do so safely, officers will update their status on their MCT, including en route, arrival, and disposition. Status changes will also be announced over the radio to keep other units aware of the status of a call.
- C. When responding to hazardous and in progress calls, officers are not required to update their MCT. Status changes in these circumstances will be made via the police radio.
- D. Case numbers, times, and location information will be accessed via the MCT RMS files whenever it is safe to do so.
- E. Self-initiated activity, (e.g., building checks, out on portable radio, meal breaks, etc.) will be initiated by utilizing the "Self-Initiated" key on the MCT, unless it will affect officer safety.
- F. Traffic stops will be initiated by:
 - 1. Prior to the traffic stop being conducted, radio broadcast to Communications the location of the stop and the tag number of the vehicle.
 - 2. Unless exigent circumstances exist, the traffic stop should not be attempted prior to receiving the results of the status of the tag.
- G. Officers with MCTs will put themselves "AVAILABLE" for calls at the conclusion of their self-initiated activity (e.g., building checks, meal breaks, out on portable, etc).

29.7.9 MCT CALL DISPOSITIONS

- A. Call dispositions will be completed by the primary officer assigned to the call.
- B. All dispositions must have some text put in the "Notes" field of the disposition. Officers should include information that may be useful to other officers who may view the call history while on future, related calls.
- C. If the actual nature of the call is found to be different from the initial dispatched classification, the officer completing the disposition may reclassify the call as necessary.
- D. No names and/or addresses of Sexual Battery victims, and no information on where the incident occurred will be entered into a disposition.

29.7.10 MCT MESSAGING FUNCTION

- A. The MCT messaging function is restricted to official Department business.
- B. All messages sent via MCTs are recorded and considered public information. Employees will be held accountable for the message content.

- C. Messaging will only be used for law enforcement related matters and must be professional in nature.
- D. Remarks detrimental to the image or reputation of the Jupiter Police Department, the Town of Jupiter, or any of its departments, divisions, or personnel are strictly prohibited.
- E. No transmissions of any kind will be made which contain inflammatory terms, profanity, sexual comments or innuendo, or derogatory remarks regarding race, sex, ethnicity, or religious groups.
- F. Message requests sent to NorthCom via the MCT which are not acknowledged will be confirmed via voice transmission to confirm they have been received.

29.7.11 MCT EQUIPMENT MAINTENANCE

- A. Only approved materials will be used to clean the MDT screen. Cleaning solutions and liquids will damage the screen and must not be used.
- B. Under no circumstances will the MDTs be used as a table for food or beverages. Due care will be exercised when consuming food or beverages so they do not spill onto the MDT unit.
- C. To prevent the risk of illicit data access, officers shall immediately notify their supervisor as well as the Information Systems Department in the event of any MDT operating malfunction or suspicious incident. If the malfunction occurs outside of normal working hours, the officer shall shut down the computer and store the MDT within the secure equipment room until the MDT can be repaired by the Information Systems Department. A designated spare MDT is available to the officer until the Information Systems Department completes the necessary repairs.
- D. MDT computer mounts and the connecting cables will not be removed or disconnected from their original installation locations. Any necessary repairs to MDTs will be coordinated via a MDT Repair Slip.

29.7.12 FCIC, NCIC, PALMS, AND DAVID DATABASES

- A. Criminal Justice Information contained in the FCIC, NCIC, and PALMS databases is confidential and not for release to the public.
- B. Criminal Justice Information contained in the FCIC, NCIC, and PALMS databases will be accessed for law enforcement purposes only.
- C. No information will be obtained from the FCIC, NCIC, or PALMS databases for the personal gain of the user or his/her acquaintance.
- D. Information obtained from NCIC/FCIC for criminal investigative purposes and criminal

intelligence shall be handled consistent with current CJIS standards. Under no circumstances is CJI to be knowingly disclosed to, or viewed by members who are not CJIS certified, fingerprint based background checked or trained in CJIS security.

- E. Any member misusing the FCIC, NCIC, and PALMS systems will be subject to disciplinary action, up to and including termination.
- F. The agency Terminal Agency Coordinator (TAC) is responsible for managing user accounts to include establishing, activating, modifying, disabling and removing accounts when necessary.
- G. Members shall complete FCIC/NCIC certification within six months of employment or assignment to their position. Certification must be renewed every two years.
- H. Each individual user will have his/her own username and password. Usernames and passwords shall be kept confidential and not shared with other agency members.
- I. Multiple concurrent active sessions for accessing CJI under one user are prohibited.
- J. Personnel authorized to access and control the release of criminal history record information shall comply with all established guidelines, regulations, and policies and procedures concerning access and control of such information. CJI shall be handled consistently with current CJIS standards located at <http://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center>.
- K. Warrant or stolen information received from FCIC or NCIC will not be considered probable cause for arrest until properly verified and confirmed by Communications with the originating agency.
- L. Anytime a "hit" is received, officers must immediately notify Communications to request a hard copy confirmation of the "hit".
- M. Officers may only use the FCIC, NCIC, and PALMS databases after they have been properly trained and FCIC/NCIC certified. Officers will only use the databases in accordance with FCIC/NCIC policy.
- N. The DAVID system will be accessed only by persons who possess a valid username and password. Information obtained through the DAVID system will be used for law enforcement purposes only and will not be disseminated to the public under any circumstances.
- O. The emergency contact information provided through the DAVID system will only be accessed by Sergeants, and only in the event of an emergency, pursuant to F.S.S. 119.0172 (2)(c).
- P. Any instance of DAVID emergency contact utilization shall be documented via

memorandum to the Office of Professional Standards prior to the end of the shift.

- Q. The DAVID Point of Contact (POC) will conduct a quarterly audit of all DAVID emergency contact information utilization to ensure compliance with state statute and agency policy. In addition, other DAVID usage will be randomly audited on a quarterly basis as per DAVID MOU Quality Control User Agreement.
- R. Upon an employee's separation from the agency, the employee's DAVID user account will be immediately deactivated.

29.7.13 CONFIDENTIAL OR REGULATED INFORMATION

- A. Members accessing departmental computers have access to various types of information which may be considered confidential or may require redaction prior to dissemination.
- B. Records retrieved from the RMS system will not be disseminated by members in the field under any circumstances. Any requests for copies of reports or other documentation will be routed through the Records Section for proper redaction.
- C. Any phone numbers, addresses or other confidential information obtained through the use of the department computer system will not be disseminated under any circumstance. Personally Identifiable Information extracted from CJI is for official business only.
- D. The police department building is a secure facility with limited access available to police department personnel, authorized individuals who have completed applicable training, and/or individuals who have been fingerprint based background checked. In the event a member's access card is lost or stolen, the member shall immediately notify his/her supervisor along with either the designated access provider within the police department or a member of Human Resources so that the card may be deactivated.
- E. Regulations governing dissemination of information obtained by the various law enforcement systems will be adhered to including FCIC/NCIC, DAVID, and PALMS.
- F. All printed criminal justice information shall be shredded immediately after necessary information is obtained.
- G. A secondary dissemination log of state or federal criminal history information is maintained in the Criminal Investigations Division for each query. Any member receiving a request for criminal history information shall validate the person making the request is authorized to receive the information as per the FDLE Criminal Justice User Agreement. The log book shall reflect the following information: Date, Subject's Name, SID, Person Requesting (Released To), Requesting Agency (Released To), Operator, Incident/Case #, and Purpose Code.
- H. Members who are CJIS certified may transport electronic or physical criminal justice information outside of the agency for law enforcement purposes only.

- I. All computer systems to include hard drives, copy machines, fax machines, etc. or electronic storage devices containing criminal justice information shall have all disk and memory modules removed, sanitized, and/or destroyed from the computer system or device while on-site, prior to removal or reissue.
- J. All physical media shall be securely disposed/destroyed when no longer required. Destruction occurs on the department's premises and all destruction is supervised by a member of the police department.

29.7.14 CROSSMATCH I.D. DEVICE

- A. Prior to a device being assigned to a member, the member shall complete Crossmatch I.D. training and demonstrate proficiency on the device. Training conducted by Crossmatch will include, but is not limited to, proper set up and maintenance procedures, appropriate use and legal guidelines, and reporting requirements.
- B. The Crossmatch I.D. device may be utilized in situations where the subject to be fingerprinted has given a knowing and voluntary consent to use the device. This may include consent given during lawful encounters; exp. traffic stop. As with other forms of consent, the consent can be withdrawn at any point by the individual.
- C. The Crossmatch I.D. device may be used in appropriate situations where reasonable suspicion can be articulated where the subject to be printed has committed or is about to commit a criminal act, when there is justifiable and reasonable belief that such printing via the Crossmatch I.D. device will either establish or eliminate the subject's connection with that crime.
- D. Other examples for use may include, but is not limited to, a request from an outside agency (as long as requesting agency complies with the procedures set forth in this policy), in a death or traffic homicide investigation in which there is no identifying documentation for the victim. Supervisory approval is required for examples listed above.
- E. Use of the Crossmatch I.D. device for random or general investigative or intelligence information is not authorized.

29.7.15 USE OF SOCIAL MEDIA

- A. Members participating on public social media sites to include, but are not limited to, Facebook, Twitter, Instagram, YouTube, blogs, forums, chat rooms, electronic dating services, or any other social networking site shall not post, comment, or display any conduct likely to have an adverse affect on the image of the Jupiter Police Department or its members.
- B. Only those members designated as Jupiter Police Department Facebook administrators, authorized content managers, and the department's Public Information Officer may post information on social media sites. Content posted to the media/public shall be police

department related information or information as authorized by the Chief of Police or designee.

- C. Members who participate in social networking sites shall not post content that contains violent, sexual, racial, ethnically derogatory material, unethical, slanderous, opinions about the Town of Jupiter or members associated, or any other offensive comment(s).
- D. Members may post images in uniform portraying a professional image with agency related events, awards, etc.
- E. The limited use of personal devices to access social media is permitted provided that such use is not excessive or disruptive to the member's duties and responsibilities.
- F. Authorized members may utilize social media for investigative purposes and for the performance of their official law enforcement duties.
- G. Any postings on member's personal social media sites that are found to be out of compliance with this policy shall be removed immediately. Failure to comply with this policy and the procedures as outlined may result in disciplinary action.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 29.8 - Voluntary Wellness Program

Subject: Voluntary Wellness Program	Issued: 04/03
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 3/15
Signature: <i>Signature on File</i>	Revision #: 2

PURPOSE

The purpose of this General Order is to improve individual physical and mental health and thereby increase productivity, reduce disabling injuries, reduce the use of sick leave, reduce health cost expenditures and contribute to a more professional public image.

SCOPE

This General Order applies to all members of the Jupiter Police Department.

POLICY

The Jupiter Police Department wellness program is completely voluntary. The Jupiter Police Department encourages all members to participate in the Voluntary Wellness Program.

DISCUSSION

The Jupiter Police Department recognizes the need for a Department wide wellness program. The benefits of a wellness program are particularly important to sworn employees performing enforcement activities related to the nature of their work.

The welfare of fellow officers, citizens, and the Jupiter Police Department can be served best when members maintain an adequate level of physical fitness. The level of health and fitness is directly related to the type of duty performed by the officer.

The police officer's health and well being are of prime importance to the officer, his/her family, colleagues, police administrators, town government, and the citizens of the community. When this component of police work is satisfied, all other benefits from officers being physically fit can be realized and maximized. The rationale for encouraging participation in a wellness/physical fitness program consists of four (4) basic factors:

- Regular, vigorous physical activity helps reduce emotional and nervous system tension, allows individuals to perform their assigned duties with greater ease, and helps to prevent excessive use of sick leave.
- A physically fit officer is less susceptible to common injuries and, if injured, recovers more rapidly.
- Associated health hazards - such as degenerative heart disease, hypo-kinetic, and orthopedic disorders - are less likely to occur in physically fit individuals.
- A physically fit police officer can best meet the physical challenges he/she may face without notice.

DEFINITIONS

Wellness - is a positive approach to life incorporating physical, mental, and social-emotional aspects with the potential to improve quality of life to include health, happiness, and productivity.

Physical Fitness - is an organic condition of the body divided into two categories: Health related and Motor related. Together, these components enable one to carry out daily tasks with ample energy for leisure activities as well as combat stresses encountered in emergency situations.

Trained Program Coordinator - A certified health and fitness instructor.

29.8.1 OBJECTIVES

The objectives of the Jupiter Police Department Voluntary Wellness Program are:

- A. To develop and maintain a physically fit police force capable of responding to and effectively performing their law enforcement duties in both routine and emergency situations.
- B. To instill employees with a reserve level of physical fitness that will enhance their chances of winning in a stress-related situation.
- C. To provide a medium of developing the self-confidence of the individual employee and thereby enhance overall discipline, esprit-de-corps, team efficiency, and the desire to excel within the department.
- D. To contribute to the health and well-being of every employee through regular exercise, health education and goal setting.
- E. To provide on going support and evaluation of programs offered through the Town of

Jupiter.

F. In order to encourage members to participate in the Voluntary Wellness Program, members will be able to use duty time to utilize the Jupiter Police Department's Exercise Room. The following conditions will apply:

1. Personnel working out on-duty will be contingent on the supervisor's discretion as to staffing and workload needs.
2. Depending upon their particular duty assignment, members are encouraged to schedule their exercise period not less than one hour prior to the end of their scheduled work day and at least one hour after the beginning of their work day.
3. Time allowed to exercise on-duty (one one-hour session per work week for sworn members, and two one hour sessions for civilian members) will be determined by the member's supervisor based upon staffing, workload, etc. The member's supervisor will designate and supervise exercise schedules. Exercise time will not be scheduled in conjunction with the member's scheduled meal break.
4. Sworn Members will monitor their police radio during their exercise period, should there be a circumstance that requires them to remain available to respond to an incident.
5. Employees will always follow safety precautions during workout sessions, including the wearing of helmets, should they choose to ride a bicycle outside of the facility. Employees are encouraged to receive familiarization instructions on the Exercise Room equipment prior to using same.
6. Member's who elect to exercise outside of the police department facility (jog, walk, bicycle, etc.) will begin and end their exercise period at the police department, and go back into service (10-8) one hour after the start of their exercise period
7. Employees assigned to specialized units (SWAT, Marine, Bicycle, etc.) requiring enhanced fitness levels may be expected to maintain higher levels of duty readiness due to the nature of their assignments.

29.8.2 APPLICABILITY

- A. This General Order is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violation of this guideline, if proven, can only form the basis in a non-judicial, administrative setting.
- B. It is understood that this is a voluntary program provided by the Jupiter Police Department. Any employee who wishes to participate in this voluntary program will have no legal ramifications, as they have chosen this program of their own volition.

29.8.3 PHYSICAL EXAMINATIONS

- A. Periodically, the Town of Jupiter will sponsor health and wellness events to include individual health screenings and fitness assessments.
- B. Other required physical examinations:
 - 1. The Jupiter Police Department requires a physical examination for fitness for duty situations or work related events in which an injury has occurred or there is a potential for injury to have occurred.
 - 2. Any physical examination required by the Jupiter Police Department or the Town of Jupiter will be provided at no cost to the employee.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 3.1 - Written Directive System

Subject: Written Directive System	Issued: 06/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 02/17
Signature: <i>Signature on File</i>	Revision #: 4

PURPOSE

The purpose of this General Order is to establish a consistent format for written orders, directives and policy statements to ensure proper preparation, indexing, and distribution.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

It is of the utmost importance that personnel receive current information and consistent direction. An efficient written directive system is invaluable in achieving this goal. The General Order is the primary means by which policy is developed, revised and maintained. Police Department personnel are responsible for familiarizing themselves with any written documentation pertaining to their respective assignments.

DEFINITIONS

General Order (G.O.) - A written directive stating methods and/or procedures to be followed by the Department personnel. General Orders relate to those matters that are not restricted to any particular function or Division within the Department, but involve methodology for the Department as a whole.

General Orders Manual - A book, binder, or computer file containing policies, General Orders, and job related information.

Inter Office Memorandum - A written communication that contains directives or advisories which do not necessarily create, state or alter policy of the Police Department.

Personnel Order - A written directive issued by the Chief of Police designating a change in the

status of Department personnel.

Policy Statement - A statement of guidelines to be followed by Department personnel in the attainment of various goals and objectives.

Special Order - A written directive, usually temporary, issued by a Command Staff Officer with the approval of the Chief of Police relating to a particular circumstance or situation affecting only a few members of the Department and does not meet the criteria for a Rule, Regulation, General Order or Personnel Order (e.g., special events, travel for investigative purposes, parades, etc.).

Training Advisory Bulletin - A written directive providing information relative to matters, which require special explanation or training.

Town of Jupiter Personnel Code Manual - Organizational information, duties, responsibilities, rules and regulations governing the conduct of employees of the Town of Jupiter.

3.1.1 GENERAL ORDERS

- A. Procedures may be drafted by personnel at any level within the Department and submitted via the Chain of Command to their respective Division Commander. The Division Commander will review the proposed GO and route it to the Accreditation Manager. The Accreditation Manager will research and edit the document as necessary. The proposed procedure will be routed through the Chain of Command according to the subject matter of the policy, utilizing the PowerDMS policy management system.
- B. If approved by the Chief of Police, the GO will be effective immediately and will be automatically sent for signatures from all personnel.
- C. The Accreditation Manager will be responsible for maintaining the GOs in the Power DMS system.
- D. Original and archived GOs, will be filed and maintained in the Power DMS system.
- E. The Accreditation Manager will be responsible for indexing, updating and/or revising GOs, and purging those that have been outdated.
- F. The Accreditation Manager will be responsible for managing PowerDMS login information, and for ensuring that all personnel have access to the General Orders upon being hired.
- G. The General Orders will be formatted as follows:
 - 1. **Header:** The first page will capture header information in the following order:
 - 2. **Heading:** "JUPITER POLICE DEPARTMENT" will be centered at the top of the page. "Departmental General Orders" and the policy number will be centered below the

Jupiter Police Department heading.

3. **Subject:** State the subject title of the order.
4. **General Order:** Enter the chapter and sequential order number under which the order is to be integrated into the manual. Numbers will be assigned by the Accreditation Manager.
5. **Issued Date:** Following the words issued date, show the date (month and year) the order was issued.
6. **Revision Date:** Following the words revision date, show the date (month and year) the order was revised.
7. **Revision Number:** Following the words revision number, show the number of times the order was revised.
8. **Pages:** Number of pages in the order noted at the bottom of the page, along with the General Order number and subject title.
9. **Text:** The text follows the header information and encompasses as many pages as necessary to complete the order. The procedure section will be organized using an alphanumeric outline form. The following serves to illustrate the system:
 - a. **Purpose:** The purpose should provide a brief statement of the need or goal of the order.
 - b. **Scope:** The scope designates the members affected by the order.
 - c. **Policy:** Provides a statement of policy, if needed
 - a. **Procedure -** The procedure will designate a way of performing or affecting an act composed of steps or a course of action. A procedure may be made mandatory in tone by "will" rather than "should," or "must" rather than "may."

The writer will use the following descending order of alpha-numerics to differentiate and establish topic relationships.

3.1.1

A.

1.

a.

i.

3.1.2 SPECIAL ORDERS

- A. Special Orders may be originated at the Command Staff level within the Department and forwarded through the Chain of Command to the Chief of Police for approval.
- B. Special Orders relate to a specific, temporary circumstance that affects only certain individuals or an individual component of the agency;
- C. Special Orders do not meet the criteria for a Personnel Order or a General Order.
- D. To facilitate future reference and access, a coded number will be displayed within the appropriate space on the heading.
 - 1. The coded numbers will include a four digit series based on the year and month in which the Special Order is written, followed by a dash and sequential number beginning with the number one for each new year. It will be prefixed by the letters "SO."
 - 2. Assigning Special Order numbers and maintaining the numbering system is the responsibility of the Office of the Chief of Police. Prior to submitting the Special Order for the Chief of Police's approval, the Command Staff Officer developing the Special Order will contact the Office of the Chief of Police to obtain the next sequential number. Once obtained, the number will be affixed to the appropriate space on the prescribed memorandum form and the Special Order forwarded to the Chief of Police for approval and signature.
 - 3. When the Special Order is signed by the Command Staff Officer issuing the Special Order and approved by the Chief of Police, the original will be returned to the Office of the Chief of Police for distribution and filing.

3.1.3 PERSONNEL ORDERS

- A. Personnel Orders will be initiated by the Chief of Police or designee.
- B. To facilitate future reference and access, a coded number will be displayed within the appropriate space on the heading. The same coded numbering system used for Special Orders will be used in Personnel Orders. Personnel Orders will be prefixed with the letters PO.
- C. When the Personnel Order is signed by the Chief of Police, the original will be returned to the Office of the Chief of Police for distribution and filing.

3.1.4 TRAINING BULLETINS

- A. Training Bulletins will be prepared by the Training Coordinator or their designee.
- B. A numbering system will be maintained by the Training Coordinator to facilitate cross indexing by numbers and subject matters.

- C. The same coded numbering system used for Special Orders will be used in Training Bulletins; however, the Training Coordinator will maintain a separate numbering and cross indexing system. Coded numbers for Training Bulletins will be prefixed by the letters "TB."
- D. When a Training Bulletin is signed by the Training Coordinator or their designee, the original will be forwarded to the Office of the Chief of Police for approval. Distribution and filing will be handled by the Training Coordinator.

3.1.5 INTER-OFFICE MEMORANDUMS

- A. Inter Office Memorandums may be prepared by any member of the Department using the approved Department format.
- B. Numbering and indexing will not be necessary.

3.1.6 TOWN OF JUPITER PERSONNEL CODE MANUAL

- A. The Town of Jupiter Personnel Code Manual is issued by the Town of Jupiter Human Resources Department, as directed by the Town Manager. The manual governs the conduct of all members of the Jupiter Police Department.
- B. The manual will be maintained, updated, and purged, when members receive changes from the Human Resources Department.

3.1.7 AUTHORITY TO ISSUE OR MODIFY POLICY OR PROCEDURE

Only the Chief of Police has the authority to issue, modify, or approve General Orders, Special Orders, Personnel Orders, Policy Statements, Rules or Regulations. In the event of the Chief's absence the Chain of Command will prevail.

3.1.8 STAFF REVIEW OF PROCEDURES AND ORDERS

- A. Prior to the promulgation of any proposed policies, procedures, and rules and regulations, the Chief of Police will review the proposal with the Executive Staff. The Executive Staff will meet at the direction of the Chief of Police.
- B. Individual General Orders will be revised as needed based on changes in procedure, law, policy failures, etc. The revised General Order will be reviewed by the Executive Staff prior to its approval and dissemination.

3.1.9 NEW OR REVISED AGENCY DIRECTIVES

- A. New policies or changes to policies, procedures, rules & regulations will be conducted through the chain of command.
- B. The originator's chain of command is responsible for endorsing the recommended policy change and/or revised/proposed directive.

- C. The Chief of Police may ask for input from a select or all command officers during the staffing process. After staffing, the Chief of Police may approve or reject the request.

3.1.10 DISSEMINATION OF AGENCY DIRECTIVES

- A. All employees will be provided with a login for the Power DMS policy management system.
- B. All General Orders are accessible from any computer or device with an internet connection.
- C. In the event Power DMS is not accessible, a back-up disc of agency policies and procedures is available through the Office of Professional Standards.
- D. Department personnel will read, review, and/or train on new, revised, and existing directives and provide his/her electronic signature using his/her login information in the system. The signature will automatically be date/time stamped. This indicates that he/she has read, reviewed, and/or trained on the directive and understands the directive. This will acknowledge receipt and responsibility for the information in the orders.
- E. The Power DMS system will perform a system check of each employees inbox every other day. An email will be automatically be sent to employees with outstanding items in their inbox. Personnel are responsible for reviewing and signing off on any new or revised policies within 8 working days of the release of the publication.
- F. It is the duty of Department personnel to thoroughly familiarize themselves with all Department policies/procedures. In the event of disciplinary action, ignorance of policy/procedure will not excuse the infraction.
- G. Once issued a login for the system, new employees will be provided with a sign all documents option which acknowledges they have received access to the system and that they are responsible for the information contained in it.
- H. Special Orders, Personnel Orders, and Training Bulletins will be distributed on an as needed basis.

3.1.11 GENERAL ORDERS MAINTENANCE

- A. Departmental General Orders contain Police Department Rules and Regulations, Administrative, Enforcement, and Communications Procedures.

3.1.12 SUPERVISORY RESPONSIBILITY

Supervisors are responsible for enforcing all General Orders and ensuring they are followed.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 3.2 - Departmental Correspondence

Subject: Departmental Correspondence

Issued: 01/87

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 2

PURPOSE

The purpose of this General Order is to maintain effective control over quality and content of Departmental correspondence.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The following procedure will be adhered to. All Departmental personnel will be cognizant of the Department's efforts to maintain and build sound public relations via Departmental communications.

3.3.1 GENERAL

- A. All personnel who find it necessary to write correspondence to citizens in connection with their official duties will use official Departmental Letterhead. Before sending such correspondence, approval will be obtained by a Command Staff member.
- B. Correspondence with other law enforcement agencies regarding official police business should be approved and reviewed by the Chief of Police or his designee.
- C. Any official communication addressed to the Town Manager, Mayor, members of the Town Council, or other business or governmental leaders will be signed by the Chief of Police.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 3.3 - Administrative Management

Subject: Administrative Management	Issued: 12/03
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 03/16
Signature: <i>Signature on File</i>	Revision #: 4

PURPOSE

The purpose of this General Order is to address management principles of a general nature.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

3.3.1 ADMINISTRATIVE REPORTS

Administrative reports are designed to establish a system of communicating the activities of the Department to personnel. The Administrative Reporting Program includes a list of all administrative reports, a statement of the person or position responsible for the report, the purpose of the report, the frequency of the report, and the distribution of the report. The Administrative Reporting Program is maintained by the Accreditation Manager and reviewed by Command Staff annually for necessary revisions. The following administrative reports are some of the reports used to keep personnel informed of Department activity:

A. Patrol Bureau

1. **Daily Shift Summary Report** - Is a summary of significant occurrences from each of the shifts. The shift Supervisor is responsible for the preparation of the report. The Daily Shift Summary will be placed in the Daily Briefing Book and copies will be distributed to the Command Staff and each organizational component within the Department. This report is maintained in Records.
2. **Monthly Report** - The Monthly Report will provide the Patrol Bureau Supervisors an opportunity to account for the activities of personnel under their command during the previous month. The report will be completed by the end of the first week following the previous month. The report is submitted to Command Staff.
3. **Traffic** - The Crime Analyst provides a semi-annual and end of year report on traffic crash and traffic enforcement actions. The report is submitted to Command Staff.

B. Operations Support Bureau

1. **Weekly Case Report**-A summary of the cases assigned and being worked by the Operations Support personnel, prepared by the Operations Support Supervisor to the Chief of Police.
2. **Quarterly Case Report** - A summary of case assignments, dispositions, and percentage of cleared cases, prepared by the Operations Support Supervisor to the Chief of Police.
3. **Annual Report**-A compilation of the quarterly reports and may include other significant information. Prepared by the Operations Support Supervisor to the Chief of Police.

C. Administrative Services

The Records Supervisor prepares a quarterly activity report to include the number of reports entered, number of citations issued, number of filing packets completed and number of public records requests.

D. Crime Analysis

1. **Weekly/Monthly/Semi-Annual/Annual Crime Analysis and Intelligence Report** - An analysis of crime and intelligence. Prepared by the Crime Analyst and distributed to the Command Staff and each organizational component within the Department.
2. **Ad hoc Intelligence Reports** - Reports based upon timely and/or relevant information as needed. Prepared by the Crime Analyst and distributed to the Command Staff and each organizational component within the Department.

E. Departmental Annual Report

The Chief of Police or his designee will prepare an annual report summarizing the Department's major activities in the previous year, as well as providing comparative crime statistics from the previous year to past years. This report is distributed to all Departmental members and will be made available to the public.

F. Analytical Reports

Analytical reports will be distributed to the Chief of Police and to affected Departmental Commanders and their components for review.

3.3.2 DEPARTMENTAL FORMS

- A. The development, modification, and approval of Departmental forms will be a controlled process designed to prevent duplication of information and Department efforts.
- B. Department personnel requiring the publication of a form or the modification of an existing

form will submit an outline of the form and a memorandum explaining the proper use and/or need for revision of the form. These requests will be submitted through their Chain of Command to their respective Commander for approval.

- C. Upon approval by the respective Commander, the request will be forwarded to the Office of Professional Standards for review and approval of the form to eliminate duplication of forms and to ensure the format is consistent with records maintenance requirements.
- D. New forms and/or revisions of forms will be added to the forms control library.
- E. All forms that are no longer being used will be deleted/removed from the forms control library.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 3.4 - Inspectional Services

Subject: Inspectional Services	Issued: 12/03
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 4/18
Signature: <i>Signature on File</i>	Revision #: 6

PURPOSE

The purpose of this General Order is to set guidelines at the line and staff level for the inspection process at the Jupiter Police Department.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

The inspectional process is an essential mechanism for evaluating the quality of the Department's operations; ensuring that the Department's goals are being pursued; identifying the need for additional resources; and ensuring that control is maintained throughout the Department.

The inspectional process, at both the line and the staff levels, provides the Command Staff and other Supervisors with a means of regularly assessing the agency's efficiency and effectiveness and provides information necessary to plan for change.

POLICY

It is the policy of the Jupiter Police Department to assess the Department's efficiency and effectiveness, to ensure that all personnel are adhering to established Department rules, regulations, and standards

The Chief of Police may authorize a complete staff inspection of any organizational component at any time. At minimum, staff inspections will be conducted once every four years, or at the discretion of the Chief of Police.

DEFINITIONS

Line Inspections - Inspections conducted by supervisors of personnel to ensure that uniforms,

vehicles, and equipment are adequately maintained, and that personal appearance is acceptable.

Staff Inspections - Inspections conducted under the direct authority of the Chief of Police by personnel who do not have control of the persons, facilities, or procedures being inspected. All Department operations are examined for effectiveness, efficiency, policy compliance, files/records, and adequacy of supervisory leadership.

Informal Staff Inspections (Spot) - Unannounced examinations with a narrow scope and focus conducted for accountability purposes and occurring on a semi annual basis in sensitive component areas, such as the Evidence/Property Room.

3.4.1 GENERAL

- A. Line and staff inspections are an essential mechanism for evaluating the Department's operations, efficiency and effectiveness, and providing information necessary for planning.
- B. The inspection process will verify whether goals and objectives are being addressed, identify the need for additional resources, and ensure compliance with applicable accreditation standards.
- C. The primary concern of a staff inspection is to determine if established policies and procedures are being followed, and to ensure compliance with applicable accreditation standards.
- D. Personnel issues, such as training, direction, and discipline are the responsibilities of the appropriate Department supervisors or managers, and incidental to staff inspections.

3.4.2 STAFF INSPECTION AUTHORITY

- A. Personnel assigned to perform an inspection will conduct the staff inspection under the direct authority of the Chief of Police.
 - 1. Staff Inspection personnel, regardless of rank, will be subordinate only to the Chief of Police.
 - 2. When conducting an inspection on behalf of the Chief of Police, personnel will have the authority to inspect all physical facilities, equipment, procedures, operation, and personnel activities of the department
- B. Members conducting an inspection will notify the supervisors of the organizational component being inspected of the need for information or the intention to interview the supervisor's subordinates.
- C. All personnel undergoing a staff inspection will cooperate fully with the member(s) conducting the inspection and be aware that all staff inspections are conducted under the direct authority of the Chief of Police.

- D. The inspectors will have access, for the purpose of inspections, to all records, facilities, and equipment of the Department.

3.4.3 STAFF INSPECTION RESPONSIBILITIES

- A. Staff inspections will be conducted by member(s) designated by the Chief of Police, only after notifying the appropriate Division Commander.
- B. It is the duty and responsibility of the assigned inspector to:
1. Conduct special and unannounced inspections of all Departmental functions.
 2. Provide written notice of formal inspections to the Division Commander of the component to be inspected.
 3. Conduct inspections in a systematic, fair, and impartial manner.
 4. Document the results of any completed inspection.
 5. Maintain file copies of inspection reports documenting any pending corrective actions
 6. Forward a final report to the Chief of Police following the inspection of the component within seven (7) days after completion of the inspection.
 7. Provide the Division Commander of the component inspected with recommendations for improvement.
- C. A follow up inspection may be conducted, if deemed appropriate or necessary, to determine compliance.

INSPECTION SCOPE

- A. Authorization from the Chief of Police or his designee is required before proceeding with an inspection.
- B. Inspections will include, but are not limited to, the following areas:
1. Facilities
 2. Equipment
 3. Vehicles
 4. Policy and Procedure
 5. Files and Records

6. Supervision and Leadership

7. Investigative Funds and Petty Cash

- C. Staff inspection methods may include, but not be limited to, personnel and field interviews and surveys, including interviews and surveys of citizens having prior contact with Department personnel whether as complainants, victims, and witnesses.
- D. When the scope of a staff inspection is more technical in nature, a specialist or an advisor may be assigned to assist in the inspection.
- E. Managers and supervisors of areas being inspected will not inquire into the specific content of their subordinate employee's interviews as conducted by staff inspectional personnel.

3.4.5 PRE-INSPECTION NOTIFICATION

- A. Members conducting an inspection will provide written notice of a formal staff inspection to the Division Commander of the organizational component to be inspected.
- B. The memorandum will indicate the nature of the inspection and may include specific requests for questions to be answered, documents to be produced, or any action necessary to complete the inspection.
- C. Inspection personnel will conduct a pre inspection briefing to explain the purpose of the staff inspection.

3.4.6 POST INSPECTION ACTIVITY

- A. Members conducting the inspection will be responsible for the completion of a critique or report at the conclusion of the formal inspection.
- B. It is equally important to record good performance, identify positive aspects of each organizational component, and credit or recognize the assigned personnel, as it is to identify any deficiencies when submitting inspectional reports.
- C. Immediate action to correct any noted deficiencies should be limited to those items that are necessary to avoid jeopardizing the Department's reputation or the accomplishment of the police mission.
- D. A post inspection conference before finalization will be held with the Division Commander of the organizational component to review the report and recommendations.
- E. The completed report will be directed to the Chief of Police.

3.4.7 RECOMMENDED IMPLEMENTATION

- A. The Division Commander's response to the inspectional report will demonstrate that he has considered the findings of the Staff Inspection, and has acted to implement the recommendations.
- B. The Division Commander's response to the inspectional report will be addressed to the Chief of Police, with a copy given to the Office of Professional Standards.

3.4.8 FOLLOW-UP INSPECTIONS

- A. The inspection personnel will meet with the Division Commander or his designee to conduct a follow up inspection if there were noted deficiencies in the initial inspection that could not immediately be corrected.
- B. Each recommendation made during the initial staff inspection will be reviewed during the follow up inspection to ensure compliance.
- C. After the follow up inspection, inspection personnel will write a brief report listing the recommendations and their status and submit it to the Chief of Police with a copy going to the appropriate Division Commander.

3.4.9 LINE INSPECTIONS

- A. Line inspections will consist of daily observations and formal inspections.
- B. On a monthly basis, each supervisor will conduct a formal inspection to determine the condition and adequacy of all personnel and equipment under his direct control.
- C. Annually, at a minimum, Division Commanders will review, or cause to be reviewed, all standard operating procedures, policies, manuals, etc., that govern their respective area of responsibility and recommend revisions as needed.
- D. Any necessary corrections will be brought to the attention of the personnel concerned following the inspection.
- E. Supervisors will ensure that any identified deficiencies are remedied in a timely manner.
- F. Line inspections, whether performed daily or formally, will include facilities, property, equipment, activities, and personnel under the direct control of the assigned supervisor.
- G. The inspector will document and submit in a written report, to the next higher level of command, any inspection that reveals serious deficiencies in personnel, equipment, or facilities.
 - 1. This report will include a plan of action and a target date for implementing any corrective action, if within the capabilities of the originating supervisor.

2. Any Division Commander receiving such a written report will take the necessary steps to ensure that the supervisor has taken corrective action.
3. If corrective action cannot be taken at this level, the report will be forwarded, via the chain of command, to the appropriate level for a solution.
4. Each level within the chain of command will document and attach his actions to the report.

H. The Division Commander's responsibility does not end with discovering a deficiency or an inadequacy, but includes taking positive measures to correct the problem.

3.4.10 INSPECTION OF SERVICE WEAPONS

- A. Service weapons will be inspected annually by a Firearms Instructor or anytime an assigned supervisor deems necessary.
- B. The weapons inspection will cover the following items, at a minimum:
 1. Overall condition and functioning of the weapon
 2. Condition of the ammunition
 3. Condition of the magazine
 4. Proper seating of the magazine

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 3.5 - Planning and Analysis

Subject: Planning and Analysis	Issued: 12/07
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 3/18
Signature: <i>Signature on File</i>	Revision #: 3

PURPOSE

The purpose of this General Order is to describe the activities of the planning and analysis function.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will maintain a Planning & Analysis function to enhance the management and operations of the department.

Planning and Analysis will facilitate the maximum utilization of department resources, providing assistance and information of a technical nature within the department and appropriate agencies.

Planning & Analysis includes a variety of functions including Crime Analysis, COMPSTAT, and Strategic Planning.

The function will receive direct guidance from the Chief of Police.

3.5.1 RESPONSIBILITIES AND DUTIES

The basic functions of Planning & Analysis will include:

A. Crime Analysis

Planning & Analysis is responsible for the Crime Analysis function in accordance with General Order 20.2, Crime Analysis.

B. COMPSTAT

1. Facilitating members of the department with the timely and accurate dissemination of crime data and analysis;
2. Providing scheduling, coordination and facilitation of COMPSTAT meetings.

C. Special projects as designated by the Chief of Police.

D. The strategic (or multi-year) plan as outlined.

3.5.2 STRATEGIC PLAN

Planning and Analysis will develop and maintain a written multi-year strategic plan including the following:

- A. Multi-year planning is a function of the Chief of Police and designated staff members to plan the needs of the department. These duties include, but are not limited to:
 1. Long-term goals and operational objectives;
 2. Anticipated workloads and populations trends;
 3. Anticipated personnel levels;
 4. Anticipated capital improvements and equipment needs; and
 5. Provisions for review and revisions as needed.
 6. The Chief of Police will meet with staff members, at least annually, to review and revise the multi-year plan.

3.5.3 COMPSTAT

A. COMPSTAT Philosophy

1. COMPSTAT is a process that collects, analyzes and maps crime and other essential police performance measures on a regular basis and hold police leadership accountable for performance as measured by data.
2. COMPSTAT is a multi-layered, dynamic approach utilizing four principles:
 - a. Accurate and timely intelligence
 - b. Effective tactics

c. Rapid deployment of personnel and resources

d. Relentless follow-up and assessment

3. COMPSTAT Process

- a. The process begins with the collection, analysis and mapping of accurate and timely crime information by the Crime Analyst.
- b. This statistical information is the basis for bi-weekly meetings where each District Captain, along with others in police leadership, plan and coordinate the department's strategies to control crime.
- c. The statistical data and data maps prepared by the Crime Analyst will be presented to the district commanders prior to the meeting. This information is disseminated via e-mail to facilitate timely review and to develop strategies.
- d. An essential feature of the COMPSTAT process is the freedom of the district commanders to deploy their resources as they judge to be most effective. However, with this freedom comes accountability and responsibility. The COMPSTAT meeting will require district commanders to justify and be accountable for their decisions.
- e. Present at each COMPSTAT meeting will be the Chief (or his designee), Major, and commanders of each district and division.

3.5.4 DISTRIBUTION AND ALLOCATION OF PERSONNEL

- A. The Jupiter Police Department allocates personnel to, and distributes them within all organizational components as directed by the Chief of Police. Workload assessments will be conducted at least once every four years.
- B. The Planning and Administration Services Commander will analyze the workload of each organizational component in accordance with the workload assessments, and submit a report to the Chief of Police.
- C. Consideration should be given to equalizing the workload, thereby assuring the department is utilizing its personnel efficiently and effectively.
- D. The assessment methodology for each organizational component will vary depending on the responsibilities of the position. Methodology may include, but is not limited to the following:
 - 1. The number of incidents handled by patrol personnel during the specified period.
 - 2. The time required to handle an incident at the patrol level. This can be computed

through a sampling of cases.

3. Temporal and geographic distribution of incidents or in accordance with community policing strategies.
 4. Number of overall calls for service.
 5. Number of cases assigned to the Criminal Investigations Division for follow-up investigation.
 6. Number of cases cleared by the Criminal Investigations Division.
 7. Increase in service population.
 8. Number of traffic related calls for service.
 9. Increase or decrease in job responsibilities or tasks assigned to the position.
 10. Number of overall crime related incidents.
- E. The workload assessment system should be documented and include an outline of the calculations required, plus any source documents, personnel, and/or equipment necessary to accomplish the task.
- F. Assessments of all components of the agency should help support increased agency performance and service delivery with available resources. Assessment conclusions may also help identify unusual workload demands and make recommendations for distribution and allocation of personnel.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 3.6 - Goals and Objectives

Subject: Goals and Objectives	Issued: 07/08
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 6/15
Signature: <i>Signature on File</i>	Revision #: 2

PURPOSE

To establish the process by which the Department develops written goals and objectives that satisfy its many legislated roles to include Town of Jupiter Strategic Plans and Goals, yet allows for the constant evaluation of community needs.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

3.6.1 DEPARTMENT GOALS AND OBJECTIVES

- A. Agency goals and objectives are established in conjunction with the Town's Strategic Plan and strategic results identified through priority based budgeting . The formulation and evaluation of these goals and objectives is a constant process in order to maintain the Town Vision.
- B. Annually, each major organizational component within the agency will meet with the Chief of Police and other Executive Staff to formulate the current year's specific goals and objectives for their component in order to achieve the agency goals and objectives established in the Department's Strategic Plan.
- C. Approved agency and organizational component goals and objectives will be posted and available to all agency members.

3.6.2 REVIEW AND EVALUATION

- A. At designated times during the year, each Division/Organizational Component will review and evaluate the progress that has been made toward the attainment of their goals and objectives.
- B. The evaluation process should include:

1. A review of the original goals and objectives.
2. Determine if the goals and objectives that have been formulated will actually result in a successful implementation and outcome of the project or strategy.
3. Either eliminate or revise those goals and objectives that have been determined to have a low probability of success.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 4.1 - Civilian Volunteer Program

Subject: Civilian Volunteer Program

Issued: 01/95

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 01/99

Signature: *Signature on File*

Revision #: 1

PURPOSE

To provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Jupiter Police Department reserves the exclusive right to change any of these policies at any time, and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Volunteer Services Coordinator and the Chief of Police, and must be obtained in advance and in writing. Areas not specifically covered by these policies will be determined by the Volunteer Services Coordinator.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

The achievement of the goals of the Jupiter Police Department is best served by the active participation of citizens in the community. To this end, the Jupiter Police Department accepts and encourages the involvement of volunteers at all levels of the Jupiter Police Department and within all appropriate programs and activities. All agency personnel are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and assist in recruitment of volunteers from the community.

DEFINITIONS

VIP Program - The Jupiter Police Department "Volunteers in Policing" Program.

Volunteer - Anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of the Jupiter Police Department. A volunteer must be officially accepted and enrolled by the agency prior to performance of the task. Unless specifically stated, volunteers are not considered agency "employees".

Special Case Volunteers - The Jupiter Police Department also accepts as volunteers those participating in student community service activities, student intern projects, alternative sentencing or diversion programs, corporate volunteer programs, and other volunteer referral programs. In each of these cases, however, a special agreement must be in effect with the organization, school, or program from which the special case volunteers originate and must identify responsibility for management and care of the volunteers.

Technical Consultants - Volunteers from the community who possess technical skills and expertise in a field of endeavor related to law enforcement and/or the overall function of the Department

4.1.1 VOLUNTEER SERVICES COORDINATOR

- A. The productive utilization of volunteers requires a planned and organized effort. The function of the Volunteer Services Coordinator is to provide a central coordinating point for effective volunteer management within the Jupiter Police Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services.
- B. The Volunteer Services Coordinator will bear responsibility for maintaining liaison with other volunteer utilizing programs in the community and assisting in community wide efforts to recognize and promote volunteering.
- C. The Volunteer Services Coordinator will bear primary responsibility in for effective volunteer utilization, for assisting staff in identifying productive and creative volunteer roles, for recruiting suitable volunteers, and for tracking and evaluating the contribution of volunteers to the Jupiter Police Department.
- D. The Volunteer Services Coordinator is appointed by the Chief of Police.

4.1.2 ROLE OF THE VOLUNTEER

- A. Employees as Volunteers

The Jupiter Police Department does not accept the services of employees as volunteers. Family members of employees are allowed to volunteer with the agency. When family members are enrolled as volunteers, they will not be placed under the direct supervision or within the same department as other members of their family who are employees.

- B. Service at the Discretion of the Agency

The Jupiter Police Department accepts the service of all volunteers with the understanding that such service is at the sole discretion of the agency. The Jupiter Police Department may at any time, for whatever reason, decide to discontinue the volunteer's relationship with the Department.

C. Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource to the Department. Volunteers will be extended the right to be given meaningful assignments, the right to be treated as equal co workers, the right to effective supervision, the right to involvement and participation, and the right to recognition for work done. In return, volunteers will agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the Department.

D. Scope of Volunteer Involvement

Volunteers may be utilized in all programs and activities of the Department appropriate to volunteerism. Volunteers should not, however, be utilized to displace any paid employees from their positions.

E. Authority and Latitude

Volunteers have no police powers. Volunteers will act at the direction of their assigned supervisor or other Department personnel. Volunteers will specifically restrict their activity to those duties outlined in their position description.

4.1.3 VOLUNTEER MANAGEMENT PROCEDURES

A. Maintenance of Records

1. A system of records will be maintained on each volunteer within the Department, including dates of service, positions held, duties performed, evaluation of work, and awards received. Volunteers and appropriate staff will be responsible for submitting all appropriate records and information to the Volunteer Services Coordinator in a timely and accurate fashion.
2. Volunteer Personnel Records will be accorded the same confidentiality as Police Department Personnel Records.

B. Representation of the Agency

Prior to any action or statement which might affect or obligate the Department, volunteers will seek prior consultation and approval from the Chief of Police. These actions may include, but are not limited to, public statements to the media, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the Department as specifically indicated within their job descriptions and only to the extent of such written specifications.

C. Confidentiality

1. Volunteers are responsible for maintaining the confidentiality of all propriety or privileged information to which they are exposed while serving as a volunteer, whether this information involves specific Department personnel or other persons or involves overall Department business.
2. Failure to maintain strict confidentiality may result in termination of the volunteer's relationship with the Department or other corrective action.

D. Worksite

An appropriate worksite will be established prior to the enrollment of any volunteer. This worksite will contain necessary facilities, equipment, and space to enable the volunteer to effectively perform their duties.

E. Dress Code

As a representative of the Department, volunteers, like other agency personnel, are responsible for presenting a positive image to members of the community. Volunteers will dress appropriately for the conditions and performance of their duties. Their volunteer employee identification cards will be prominently displayed while working within the police facility. Volunteers are not required to wear uniforms; however, they may wear an issued shirt that clearly identifies them as a civilian volunteer.

F. Time Cards

Individual volunteers are responsible for the accurate completion and timely submission of time cards to the Volunteer Services Coordinator.

4.1.4 VOLUNTEER RECRUITMENT AND SELECTION

A. Volunteer Duties and Responsibilities Position – Descriptions

1. Volunteers, just as paid employees, require a clear, complete, and current description of the duties and responsibilities of the position which they are expected to fill. Prior to any volunteer assignment or recruitment effort, a position description must be developed for each volunteer position. This position description will be given to each accepted volunteer and utilized in subsequent management and evaluation efforts. Position descriptions should be reviewed and updated at least every two years, or whenever the work involved in the position changes substantially.
2. All position descriptions will include a description of the responsibilities and duties of the position, a designated supervisor and worksite, a time frame for the performance of the duties, and a listing of the position qualifications. The Volunteer Services Coordinator is available to assist Department personnel in the development of volunteer position descriptions.

B. Staff Requests for Volunteers

Requests for volunteers will be submitted in writing by interested staff, complete with a draft position description and a requested time frame. All parties should understand that the requirement of volunteers is enhanced by creative and interesting duties and by advance notice. The Volunteer Services Coordinator reserves the right to refuse to recruit or place any volunteers until personnel are prepared to make effective use of volunteer resources.

C. Recruitment

1. Volunteers will be recruited by the Department on a proactive basis, with the intent of broadening and expanding the volunteer involvement of the community.
2. Volunteers will be recruited without regard to gender, disability, age, race or other condition. The sole qualification for volunteer recruitment will be suitability to perform a task on behalf of the Department.
3. Volunteers may be recruited through either an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function. No final acceptance of a volunteer will take place without a specific written volunteer position description for that volunteer.

D. Interviewing

1. Prior to being assigned or appointed to a position, all volunteers will be interviewed to ascertain their suitability for and interest in that position. The interview should determine the qualifications of the volunteer, their commitment to fulfill the requirements of the position, and should answer any questions that the volunteer might have about the position. Interviews may be conducted either in person or by other means.
2. Wherever possible, personnel who will be working with the volunteer should participate in, or conduct the interview.

E. Background Investigation

All applicants for the position of volunteer will be subject to a complete and thorough background investigation.

F. Placement of Volunteers

1. In placing a volunteer in a position, attention will be given to the interest and capabilities of the volunteer and to the requirements of the volunteer position. No placement will be made unless the requirements of both the volunteer and the supervising personnel can be met. No volunteer should be assigned to a "make work"

position and no position should be given to an unqualified or uninterested volunteer.

2. Final assignment of a potential volunteer should not take place without review and approval of appropriate staff with whom the volunteer will be working.

G. Acceptance and Appointment

1. Service as a volunteer with the Department will begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Services Coordinator.
2. No volunteer will begin performance of any position until they have been officially accepted for that position and have completed all necessary screening and paperwork.
3. At the time of final acceptance, each volunteer will complete all necessary enrollment paperwork and will receive a copy of their position description and agreement of service with the Department.

H. Probation

All volunteer placements will initially be done on a thirty (30) day trial period. At the end of this period, a second interview of the volunteer will be conducted, at which point either the volunteer or Department staff may request a reassignment of the volunteer to a different position or may determine the volunteer unsuitable for a position with the Department.

I. Reassignment

1. Volunteers who are reassigned to a new position will be interviewed for that position and will receive all appropriate orientation and training for that position before they begin work.
2. Any screening procedures appropriate for that specific position must be completed, even if the volunteer has already been working with the Department.

J. Professional Services

Volunteers will not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. A copy of such certificates or license will be maintained by the Volunteer Services Coordinator.

K. Length of Service

1. All volunteer positions will have a set term or duration. It is highly recommended

that this term not be longer than one year, with an option for renewal at the discretion of both parties. All volunteer assignments will end at the conclusion of their set term, without expectation or requirement of reassignment of that position to the incumbent.

2. Volunteers are not expected nor required to accept further service in a position at the end of their set term, although they are welcome to do so in most cases, but may instead seek a different volunteer assignment within the Department or may retire from volunteer service.

L. Leave of Absences

At the discretion of the supervisor, leaves of absence may be granted to volunteers. This leave of absence will not alter or extend the previously agreed upon ending date of the volunteer's term of service.

4.1.5 VOLUNTEER TRAINING AND DEVELOPMENT

A. Orientation

All volunteers will receive a general orientation on the nature and purpose of the Department, an orientation on the nature and operation of the program or activity for which they are recruited, and a specific orientation on the purposes and requirements of the position which they are accepting in that effort. If the function performed by the volunteer is governed by an agency directive, the volunteer will be familiarized with that directive, up to and including being issued a copy for their own referral.

B. On the Job Training

1. Volunteers will receive specific on the job training to provide them with the information and skills necessary to perform their particular volunteer assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the position and the capabilities of the volunteer.
2. Each volunteer will receive specific training concerning duties and responsibilities identified in any role to which they are assigned. This training will be documented in a training curriculum/outline and will be maintained in the volunteer's individual file.

C. Volunteer Positions

1. Crime Analysis Assistant Volunteer will assist with crime analyst statistical reviews and reports and enter data.
2. Data Entry Clerk Volunteer will enter information into the Department's computer programs.

3. Fingerprint Technician Volunteer will process non criminal fingerprinting.
4. Lobby Clerk Volunteer will assist and direct citizens in the front reception area.
5. Fleet Maintenance Assistant Volunteer will assist Fleet Maintenance Specialist with required responsibilities/duties.
6. Neighborhood Crime Watch Assistant Volunteer will provide clerical support, follow up, and administrative maintenance for the Crime Watch Program.
7. Community Activities Assistant Volunteer will assist the Community Activities Unit with special projects.
8. Evidence/Property Section Assistant Volunteer will assist the Evidence Technician with the entry of data into the computer tracking and recovery system.

4.1.6 STAFF / VOLUNTEER INVOLVEMENT IN ORIENTATION AND TRAINING

- A. Staff members with responsibility over delivery of services should have an active role in the design and delivery of both orientation and training of volunteers. Those staff who will be in a supervisory capacity to volunteers will have primary responsibility for design and delivery of on the job training to volunteers assigned to them.
- B. Experienced volunteers should be included in the design and delivery of volunteer orientation and training.

4.1.7 VOLUNTEER SUPERVISION

- A. Each volunteer who is accepted to a position within the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day to day management and guidance of the work of the volunteer, and will be available to the volunteer for consultation and assistance.
- B. A volunteer may act as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of a paid employee.
- C. Volunteers and employees are considered partners in implementing the mission and programs of the Department, with each having an equal but complimentary role to play. It is essential to the proper operation of this relationship that each partner understands and respects the needs and abilities of the other.
- D. Individual employees are able to determine the requirements of their work and their own abilities. Since volunteers are considered a valuable resource in performing the Department's work, employees are encouraged to seriously consider creative ways in which volunteers might be of service and to consult with the Volunteer Services Coordinator if they feel in need of assistance and additional training.

E. Affected employees should be involved in all evaluation and work assignments of volunteers with whom they are connected.

F. Absenteeism

Volunteers are expected to perform their duties on a regular scheduled and timely basis. Volunteers expecting to be absent from scheduled duty should inform their supervisor in advance so that alternative arrangements may be made. Continual absenteeism will result in a review of the volunteer's work assignment or term of service.

G. Substitution

Volunteers may be encouraged to find a substitute for any upcoming absences which might be filled by another volunteer. Such substitution should only be taken following consultation with a supervisor and care should be taken to find a substitute who is qualified for the position.

H. Dismissal of a Volunteer Volunteers who do not adhere to the rules and procedures of the Department or who fail satisfactorily to perform their volunteer assignment are subject to dismissal. Prior to dismissal of a volunteer, employees will consult with the Volunteer Services Coordinator.

I. Evaluation of Department Volunteer Utilization - The Volunteer Services Coordinator will conduct an annual evaluation of the utilization of volunteers by the Department and the report will be forwarded to the Chief of Police via the appropriate Chain of Command.

NOTE: *Substitutes may only be recruited from currently enrolled volunteers.*

4.1.8 VOLUNTEER SUPPORT AND RECOGNITION

A. Volunteers will be recognized for their contribution at the annual Police Department Awards Ceremony.

B. All employees and volunteers responsible for volunteer supervision are encouraged to undertake ongoing methods of recognition of volunteer service on a regular basis throughout the year. These methods of informal recognition should range from "thank you" to a concerted effort to include volunteers as full participants in program decision making and implementation.

C. The Volunteer Services Coordinator will design a program for recognition of employees who work well with volunteers and will consult with volunteers to identify appropriate staff to receive such awards.

4.1.9 TECHNICAL CONSULTANTS

- A. Technical Consultant positions may be awarded by the Chief of Police to professional members of the community who possess technical skills or expertise in a field of endeavor related to law enforcement and/or the overall function of the Police Department. Technical Consultants may be appointed in relation to, but not be limited to, the following areas:
1. Criminal Investigations
 - a. Crime Scene
 - b. C.P.A. for Fraud and/or Complex Financial Investigations
 - c. Photograph
 2. Audio/Video or Electronic
 3. Language Specialist/Translator
 4. Graphic Design Artist
 5. Police Chaplain see General Order 4.2, Police Chaplains
- B. All applicants for the position of Technical Consultant will complete an initial application and agreement with the Department.
- C. Due to their expertise in specialized areas, technical consultants, although volunteers, will be provided with a different identification than other volunteers. Technical Consultants may also be involved in law enforcement operational issues.
- D. Persons selected to a position of Technical Consultant to the Jupiter Police Department will be issued a Jupiter Police Department Technical Consultant Identification Card.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 4.2 Police Chaplains

Subject: Police Chaplains

Issued: 09/02

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish guidelines for the use of Police Chaplains, who provide services which include: spiritual help, guidance, pastoral counseling within their realm of expertise, and serve as a referral source for employees of the Jupiter Police Department, their family members, and the public regardless of their religious beliefs.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Assistance and counseling will be made available to all Jupiter Police Department employees only at their request.

DEFINITIONS

Chaplaincy - a ministry to the Police Department employees and to the people of the community in the area of field service to and through the Jupiter Police Department.

Confidential Communications - communications between the Chaplain and the counseled which are privileged in accordance to Florida State Statute 90.505.

Pastoral Counseling - counseling provided by the Chaplain to assist with emotional, mental, and spiritual burdens often associated with the law enforcement community. The pastoral counseling provided by a Chaplain will not be in lieu of any emergency counseling that may best be provided by an emergency mental health provider or facility.

4.2.1 QUALIFICATIONS

A. In order to qualify as a Police Chaplain for the Jupiter Police Department, a person must:

1. Have the approval of the Chief of Police.
2. Be an ordained or licensed member of the clergy from among the various denominations with an endorsement and in good standing with a recognized religious body.
3. Be a member of the International Conference of Police Chaplains or similar organization.
4. Maintain high spiritual and moral standards.
5. Possess a caring and understanding attitude towards all people regardless of race, sex, or religious beliefs.
6. Be willing and able to respond to any situation where the presence of a Police Chaplain is requested.
7. Be able to pass a background investigation including a criminal history.

4.2.2 ORIENTATION / TRAINING

Upon selection as a Police Chaplain to the Jupiter Police Department, the Chaplain will receive the following orientation/training:

- A. Orientation to the Police Department (tour, organizational structure, etc.).
- B. Policies and procedures familiarization.
- C. Introduction to various specialized units and sections of the Police Department.

4.2.3 DUTIES AND RESPONSIBILITIES

- A. Chaplains are civilian technical consultants who have no police powers. They are the responsibility of the Volunteer Services Coordinator.
- B. Opportunities for Chaplain participation include, but are not limited to: Chaplain meetings; training sessions; on call responses; special events; and duties assigned by the Chief of Police or his designee. Each Chaplain is expected to participate at a level that is balanced between his personal schedule and the needs of the Department.
- C. Police Chaplains offer the following services upon request:
 1. Assist in notifying families of Police Officers injured or killed in the line of duty.

2. Visit sick or injured personnel when they are hospitalized.
3. Respond to incidents involving the death or serious injury of any employee.
4. Attend and/or participate in funerals of active and retired members of the Jupiter Police Department.
5. Provide pastoral counseling for employees.
6. Attend Departmental events to give invocations and benedictions when requested.
7. Assist the Police Department in its public relations efforts by providing representation to various civic groups and religious leaders in the community as requested or approved by the Chief of Police.
8. Respond to incidents involving the death or serious injury of any employee's family member.
9. Assist in delivering death notifications to the next of kin in cases involving unexpected deaths (e.g. homicides, suicides, traffic fatalities, etc.).
10. Respond to scenes of major disasters.
11. Respond to officer involved shootings at the involved officer's request.
12. Respond to scenes involving suicide attempts, hostage situations, domestic violence, and other appropriate situations at the shift supervisor's request.

D. Police Chaplain Responsibilities

1. Periodically attend Shift Briefings to maintain a familiarity with the day to day operations of the Jupiter Police Department.
2. Attend periodic Chaplain meetings.
3. Refrain from publicly criticizing Department policy or any actions taken by Department personnel or other chaplains.
4. Keep all Department information confidential.
5. Promote, encourage, and aid spiritual activities and functions among department personnel.
6. Adhere to all applicable Police Department policies, rules, and procedures.

4.2.4 RIDE-ALONG PROCEDURES

- A. Chaplains will be permitted to ride with officers without any limitations on frequency or shifts. Chaplains are encouraged to ride with officers in order to gain a better understanding of the situations Department personnel are confronted with while on patrol.
- B. The ride along will take place with the approval of the on duty Supervisor.
- C. The Chaplain will maintain the role of an observer and will not interfere with official duties unless requested to assist by the officer and/or supervisor.
- D. While participating in a ride along, the Chaplain will obey any lawful order given by the officer.
- E. Any information received or observed by the Chaplain will remain in the strictest confidence unless it is mutually understood otherwise.

4.2.5 DRESS CODE

- A. Dress will be governed by the Chaplain's function. Acceptable dress will consist of a suit or proper clerical attire. Chaplains are not required to wear uniforms; however, they may wear an issued polo style shirt that clearly identifies them as a civilian Police Chaplain. An appropriate wind breaker or jacket may also be worn.
- B. Chaplains' employee identification cards will be prominently displayed while working within the police facility, participating on a ride along, or responding to a scene as a representative of the Police Department.

4.2.6 CONFIDENTIALITY AND REPORTING PROCEDURES

- A. Confidentiality of Chaplain services to Jupiter Police Department personnel is a matter of extreme sensitivity and importance to the effectiveness of the Chaplain program. To honor the confidential nature of the services rendered by a Chaplain, the administration of the Jupiter Police Department will not inquire as to the identity of any employee seeking counseling or the nature of the counseling sought.
- B. All Chaplains will submit a monthly summary indicating the activity of the Chaplain. The report will contain only statistical information (i.e., number of officers counseled, number of scenes responded to, etc.), and will in no way indicate the identity of the individuals involved or the nature of the counseling.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 4.3 - Community Emergency Response Team

Subject: Community Emergency Response Team

Issued: 12/07

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 01/15

Signature: *Signature on File*

Revision #: 1

PURPOSE

To establish guidelines for the operation of the Town of Jupiter Community Emergency Response Team managed by the Jupiter Police Department.

SCOPE

This General Order applies to all volunteer members of the Jupiter Community Emergency Response Team.

DISCUSSION

It has been recognized that citizens would very likely be self reliant during the early stages of a catastrophic disaster. Basic training in disaster survival and rescue skills could improve the ability of citizens to survive until responders or other assistance could arrive. The Federal Emergency Management Agency (FEMA) felt that a program designed to help communities prepare for effective disaster response through training and planning should be available to communities nationwide. The program selected to accomplish this goal is called the Community Emergency Response Team (C.E.R.T.). Its objective is to harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds. The Jupiter Police Department has been designated to implement and oversee the C.E.R.T. for the Town of Jupiter.

DEFINITIONS

Authorized Agency - The Jupiter Police Department.

C.E.R.T. - Community Emergency Response Team. Individuals selected by the Jupiter Police Department who have received specialized training set forth by the Federal Emergency Management Agency and/or the Citizens Corp. to assist in emergency or disaster situations.

Volunteer - A non-paid member of the Jupiter Police Department. Volunteers serve in a capacity as defined by the Chief of Police and must meet standards established by the Chief.

C.E.R.T. Mobile Patrol - An organization of citizen volunteers created for the purpose of assisting the police department by patrolling the community and observing and reporting crime and suspicious circumstances. An individual who assists the police department as a member of the C.E.R.T. Mobile Patrol in a non law enforcement and unpaid capacity.

4.3.1 AUTHORITY

- A. The Community Activities Unit supervisor will act as facilitator and evaluator of the C.E.R.T. program. The C.E.R.T. coordinator will function cooperatively with the Community Activities Unit supervisor to ensure success of the program.
- B. C.E.R.T. members do not have any law enforcement authority and will not attempt to stop vehicles or detain persons for any reason.
- C. C.E.R.T. members are not authorized to carry a firearm or any other weapon while volunteering under the scope of the C.E.R.T.
- D. C.E.R.T. members will not author letters or grant interviews to the media regarding the C.E.R.T. program, unless authorized by the Chief of Police, or designee.
- E. C.E.R.T. members are prohibited from using or authorizing the use of the C.E.R.T. logo in any publication, private or public, unless authorized by the Community Activities Unit supervisor, or designee.

4.3.2 SELECTION

- A. Applications for C.E.R.T. volunteers will be processed by the C.E.R.T. coordinator.
- B. There will be no discrimination as to age, sex, race, or physical handicap in the selection of volunteers. However, a minimum age restriction will be enforced.
- C. Applicants must:
 - 1. Be at least 18 years old.
 - 2. Be a permanent resident of Palm Beach County, unless waived.
 - 3. Have a valid Florida driver's license, unless waived.
 - 4. Agree to and pass a criminal history background investigation and drivers license check.
 - 5. Successfully complete the 24 hour C.E.R.T. training course.

6. Not be a member of another C.E.R.T. program.

- D. C.E.R.T. candidates will be interviewed by the C.E.R.T. coordinator, or designee. Candidates should have a positive attitude, be of good moral character, and in good physical health.

4.3.3 TRAINING

- A. The Federal Emergency Management Agency (FEMA) C.E.R.T. Training Program must be completed by all C.E.R.T. members and a copy of the certificate is to be kept in their personnel file.
- B. C.E.R.T. members are required to attend regular/refreshers training. Repeated absences from regular/refreshers training may result in dismissal from the program.

4.3.4 DUTIES AND RESPONSIBILITIES

- A. C.E.R.T. members are taught to assess their own needs and those in their immediate environment first.
- B. C.E.R.T. members who encounter no need in their immediate area should report to a designated staging area, where they take on assigned roles based on overall area needs.
- C. C.E.R.T. members will perform duties as directed by an authorized agency member. The only exception will be when they are first to arrive at the scene. If this occurs they should only handle potential life threatening situations, in accordance with their physical abilities, training, safety considerations, and equipment.
- D. Types of duties performed by C.E.R.T. members may include:
1. Extinguishing small fires.
 2. Performing light search and rescue operations.
 3. Removing debris for victim extrication.
 4. Establishing treatment areas.
 5. Conducting head-to-toe assessments of the injured.
 6. Rendering basic medical treatment.
- E. C.E.R.T. member assignments may also involve participation with shelter assistance, crowd control, evacuations, search and rescue, C.E.R.T. on patrol (see 4.3.7), and other support functions as requested by an authorized agency member.

- F. The C.E.R.T. coordinator is responsible for maintaining records, documents, and files of all C.E.R.T. members as required by the Florida Division of Emergency Management (Department of Community Affairs).
- G. C.E.R.T. members will adhere to applicable Jupiter Police Department rules, regulations, policies, and procedures. Failure to comply may result in immediate termination from the program.
- H. Identification cards will be issued to all C.E.R.T. members and should be in their possession at all times.
- I. All C.E.R.T. members are reminded that they represent the Department, and should maintain a neat, well groomed and professional appearance.
- J. C.E.R.T. members will conduct themselves in a manner as not to bring discredit to the Jupiter Police Department.
- K. If a C.E.R.T. member is arrested for any criminal offense, they must notify the CERT coordinator within 24 hours of incident. Failure to comply may result in immediate termination from the program.
- L. C.E.R.T. members may be requested to participate in public events to promote the C.E.R.T. program.

4.3.5 NOTIFICATION OF ACTIVATION

The Chief of Police or designee will notify Communications to activate C.E.R.T. by means of the City Watch or call out.

4.3.6 UNIFORMS AND EQUIPMENT

- A. Issuance of an identification card, uniform, and any equipment will be acknowledged by signature of the C.E.R.T. member. These items are property of the Town of Jupiter program and are only authorized for use while performing C.E.R.T. duties. All items must be surrendered upon separation from the program.
- B. The issued C.E.R.T. uniform will consist of a vest, jacket, and ball cap to wear with their civilian clothes to indicate they are members of the C.E.R.T. team. It is recommended that protective civilian clothing be worn when performing duties (long pants, sneakers or boots, etc.)
- C. With authorization, C.E.R.T. members may wear their uniforms to promote the program at specified functions. Items issued to C.E.R.T. members may only be worn while participating in official C.E.R.T. activities.
- D. C.E.R.T. members must wear their C.E.R.T. vest or jacket when performing duties to

indicate to the public they are designated to provide assistance.

- E. When activated, C.E.R.T. members must respond with their issued C.E.R.T. backpacks and personal protection equipment (hard hat, goggles, face mask, heavy gloves). Issued equipment will be utilized for safety as required by each individual situation.
- F. C.E.R.T. members are required to maintain and have readily available their assigned equipment. They are to notify the C.E.R.T. coordinator in the event that assigned equipment, uniform, or identification card is damaged, lost, or stolen.
- G. If equipment is lost due to negligence not related to performing C.E.R.T. duties, the C.E.R.T. member may be responsible for replacement cost.

4.3.7 C.E.R.T. ON PATROL

A. Authority, Duties, and Responsibilities

1. C.E.R.T. members have no law enforcement authority. They may not stop, detain or hinder any person from moving freely about. Their primary function is to observe and report. They may, with the approval of the Chief of Police and subject to applicable Florida State Statutes, issue Town parking citations in accordance with paragraph "14" of this section.
2. C.E.R.T. members have no Department granted authority to carry or use weapons. They may not possess any weapons while "on-duty" as a C.E.R.T. member, even if they have other authority to do so, such as possessing a concealed firearms license.
3. C.E.R.T. members have no Department granted authority to use force. They do have the right under Florida law to use force in self-defense in accordance with that law. In any type of confrontation, C.E.R.T. members should withdraw, if able, and notify the Department.
4. C.E.R.T. members are expected to refrain from interceding personally in any crimes in progress or confrontations of any type. They should observe and notify the Department.
5. C.E.R.T. members will be assigned to patrol areas within the town for the purposes of detecting and reporting crime, suspicious incidents or other public safety issues and for deterring crime by their presence.
6. The C.E.R.T. Coordinator may identify those areas of the Town that would benefit from C.E.R.T. patrols.
7. C.E.R.T. patrols will typically only occur between 0600 and 2359 hours. Shifts will be for a minimum of three hours and a maximum of six hours. The C.E.R.T. Coordinator will develop a patrol schedule in advance. The schedule will be made available to

Communications and the Patrol Bureau.

8. During the shift, the C.E.R.T. members should strive to be visible to members of the public for the purpose of deterring crime.
9. When reporting for a patrol shift, C.E.R.T. members will check in with Communications as well as the on-duty Sergeant prior to beginning the patrol. They will also notify Communications as well as the on-duty Sergeant at the end of their patrol shift.
10. While on patrol, all C.E.R.T. members are subordinate to the Shift Supervisor.
11. While on patrol, C.E.R.T. members may also park the vehicle and conduct foot patrol of areas such as shopping centers and Town recreation facilities.
12. When C.E.R.T. members observe a crime, suspicious incident or other public safety issue, they will use the cellular phone to notify Communications of the situation. Sworn officer(s) will then be dispatched as needed. The C.E.R.T. members should not become involved in the situation and should continue to observe until the arrival of the officer(s) only if they can safely do so.
13. The C.E.R.T. vehicle is equipped with yellow warning lights. These lights should not be activated when traveling on public roadways. They may be used to increase visibility while patrolling in private areas such as shopping center parking lots or private residential streets or when otherwise needed to warn the public of a hazardous situation.
14. With the approval of the Chief of Police, C.E.R.T. members may be trained in and then conduct parking enforcement activities in accordance with Florida State Statutes and Town Ordinances. Other traffic problems observed by the C.E.R.T. member should be reported to Communications.

B. C.E.R.T. Vehicle(s)

1. The Department will provide one or more vehicles for use by C.E.R.T. members. Only a Department provided vehicle may be used while performing C.E.R.T. duties. This vehicle will be clearly marked to indicate its purpose (C.E.R.T. Mobile Patrol) and to distinguish it from police vehicles.
2. Only those volunteers who have a valid driver's license may operate a C.E.R.T. vehicle.
3. C.E.R.T. members will check the vehicle for damage at the beginning and end of each shift. Any damage will be reported in accordance with Department policy.
4. C.E.R.T. members vehicles will not be operated outside of the assigned patrol area,

outside of the Town of Jupiter, or for purposes not consistent with the mission of the C.E.R.T. unit, unless approved by the Chief of Police or designee.

5. The C.E.R.T. Coordinator, or designee, working with the Fleet Manager, will ensure all required maintenance and repairs are completed on the C.E.R.T. vehicles.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 4.4 Auxiliary/Reserve Police Officer Program

Subject: Auxiliary/Reserve Police Officer Program	Issued: 12/07
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 2/16
Signature: <i>Signature on File</i>	Revision #: 4

PURPOSE

To establish and describe the duties and functions of the Jupiter Police Department's Auxiliary/Reserve Police Officer Program.

SCOPE

This General Order applies to all police department personnel.

DEFINITIONS

Auxiliary Police Force - All volunteer officers assigned to the department's Auxiliary Officer Program who meet the definition for Auxiliary Officer.

Auxiliary Police Officer - A part-time, volunteer police officer who has met all pre-employment and training requirements prescribed by the police department and the Florida Department of Law Enforcement (FDLE) Criminal Justice Standards and Training Committee for Police Officers. After training requirements have been met, an Auxiliary Officer I may exercise full police authority upon the discretion of the Chief of Police.

4.4.1 AUTHORITY OF THE CHIEF

The Chief of Police is the appointing authority and thus may limit the extent of law enforcement authority which he/she delegates to Auxiliary/ Reserve Police Officers. The Chief of Police retains authority to rescind the appointment of any Auxiliary Officer at any time, with or without cause.

4.4.2 ORGANIZATION OF AUXILIARY POLICE FORCE

A. Auxiliary/Reserve Police Officers are a functional sub-unit of officers assigned to the

uniform operations for routine, emergency and non-emergency duty assignments.

- B. The Police Auxiliary/Reserve Police Officer Coordinator is responsible for coordinating the activities of Auxiliary/Reserve Police Officers, to include: duty assignments, off-duty assignments, training and evaluations, and monthly reports.
- C. Assistant District Commanders or shift supervisors are responsible for ensuring that each Auxiliary/ Reserve Police Officer, when assigned under their command, are effectively utilized, supervised, evaluated, commended, and disciplined when appropriate or required.
- D. Auxiliary/Reserve Police Officers are considered volunteer employees of the Town of Jupiter while on-duty or in training status. Financial compensation will not be provided.
- E. Auxiliary/Reserve Police Officers are subject to call for active duty at emergency times and places within the Town as the Chief of Police, or designee, deems necessary.
- F. The Chief of Police is the final authority in the selection, suspension, or dismissal of Auxiliary/ Reserve Police Officers.
- G. Auxiliary/Reserve Police Officers are required to attend monthly scheduled meetings. These meetings are held to discuss the Auxiliary/Reserve Police Officer Program and activities, including work assignments, and to conduct in-service training. Auxiliary/Reserve Police Officers must attend nine (9) of the twelve (12) scheduled meetings.
- H. Auxiliary/Reserve Police Officers are required to participate in a minimum of sixteen (16) hours of duty in each calendar month in order to maintain their Auxiliary/Reserve status, unless excused for leave of absence or other good reason. This will include their training time.

4.4.3 AUXILIARY / RESERVE POLICE OFFICER FUNCTION

- A. Auxiliary/Reserve Police Officers are subject to the rules, regulations, policies and procedures of the department.
- B. Auxiliary/Reserve Police Officers may be assigned to the road patrol function or other functions as determined by the Chief of Police or designee.
- C. Auxiliary/Reserve Police Officers are restricted in their ability to perform law enforcement duties to only those areas for which they have received training.
- D. Auxiliary/Reserve Police Officers who have completed the FTO program are eligible to work special duty events as determined by the Chief of Police or designee.
- E. Auxiliary/Reserve Police Officers are provided with public liability protection equal to that

provided to full-time police officers and are bonded with the coverage provided to full-time police officers performing like functions.

F. Auxiliary/Reserve Police Officers will:

1. Take a sworn oath of office, oath of honor, and maintain CJSTC mandatory training for police officers.
2. Become familiar with all departmental rules, regulations, policies and procedures and will adhere to their responsibilities.
3. Assist full-time police officers in the performance of patrol and other duties and hold themselves to the same professionalism and attention to duty as full-time police officers.
4. Perform law enforcement duties, to include answering calls for service, writing reports, and enforcing laws in a manner that will enhance the image of the police department in the community.
5. Maintain their uniform and equipment in accordance with departmental rules, regulations, and procedures.

4.4.4 ELIGIBILITY

- A. Applicants must meet the requirements established by CJSTC for Auxiliary (part-time or auxiliary) Police Officers.
- B. Persons in occupations or professions likely to have conflicts of interest will not be eligible for selection as an Auxiliary/Reserve Police Officer. The following are examples of ineligibility:
 1. An employee of the State Attorney's Office or the Public Defender's Office.
 2. Persons presently employed with other law enforcement agencies, either as a full-time police officer or in sworn Auxiliary positions, must resign that position prior to accepting a position as an Auxiliary/Reserve Police Officer with the Jupiter Police Department.
 3. Constitutional Officers of the State of Florida.

4.4.5 APPLICATION AND SELECTION PROCESS

- A. Application processing of persons seeking Auxiliary/Reserve Police Officer positions will be coordinated with the Auxiliary/Reserve Police Officer Coordinator and the Office of Professional Standards Commander.

- B. Auxiliary/Reserve Police Officers are subject to the same application process and selection criteria as full-time police officers. At the discretion of the Chief of Police, non-mandatory requirements may be waived for department retiree applicants.
- C. Applicants must comply with eligibility requirements established for full-time police officers and FDLE Criminal Justice Standards and Training Committee certifications required for Auxiliary/Reserve (Part-time or Auxiliary) Police Officers.

4.4.6 TRAINING

- A. Auxiliary/Reserve Police Officers will satisfactorily complete minimum (recruit) training as required by FDLE Criminal Justice Standards and Training Committee (CJSTC) and the Jupiter Police Department prior to any assignment in which the Auxiliary officer is allowed to carry a weapon or is in a position to make an arrest.
- B. Auxiliary/Reserve Police Officers will complete a Field Training and Evaluation Program as prescribed by the department.
- C. Auxiliary/Reserve Police Officers performing the same functions as full-time sworn officers will receive equivalent in-service training, which includes:
 - 1. Mandatory training classes as required by FDLE CJSTC;
 - 2. Annual demonstration of proficiency with firearms authorized to carry;
 - 3. Annual use of force training;
 - 4. Biennial less-lethal weapon training; and
 - 5. Legal updates .

4.4.7 MEDICAL COVERAGE, INSURANCE AND BENEFITS

- A. Any physical examination required by the Town of Jupiter will be provided at no cost to the Auxiliary Officer.
- B. Auxiliary Officers are not provided with life, accidental death and dismemberment insurance benefits from the Town.
- C. Medical costs for injuries sustained in the line of duty are covered by the Town of Jupiter worker's compensation program.
- D. Auxiliary Officers are not entitled to benefits under the police pension and town retirement fund.
- E. Officers in this work group are entitled to receive death benefits from the State of Florida

Death Benefit Fund if death occurs while on-duty or as a result of an injury incurred while on-duty.

F. Vacation pay, holiday pay, or sick leave benefits are not provided.

4.4.8 UNIFORMS AND EQUIPMENT

- A. The uniforms and equipment of an Auxiliary Officer will be the same as that of a full-time police officer. Quantities may differ to reflect the level of activity.
- B. Auxiliary Officers are permitted to carry a handgun while off-duty after authorization from the Chief of Police.
- C. The Personal Patrol Vehicle (PPV) Program does not extend to Auxiliary/Reserve Police Officers.

4.4.9 PERFORMANCE EVALUATIONS

Performance evaluations for Auxiliary Officers will be conducted in the same manner and frequency as those for full-time police officers in accordance to General Order 14.1, Employee Performance Evaluations.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 5.1 - Fiscal Activities

Subject: Fiscal Activities	Issued: 01/99
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 8/15
Signature: <i>Signature on File</i>	Revision #: 7

PURPOSE

The purpose of this General Order is to provide an understanding of, and adherence to, applicable fiscal matters pertaining to the Jupiter Police Department.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

It will be the policy of the Jupiter Police Department to ensure that all Departmental fiscal control issues comply with established Town procedures, State Statutes and specific governmental regulations regarding fiscal control, and generally accepted accounting principles. All purchases of goods and services made by Jupiter Police Department personnel will be in accordance with the Town's Purchasing Policy.

5.1.1 FISCAL MANAGEMENT

- A. Primary authority and responsibility for town fiscal management, accounting and budget execution is delegated by the Town Manager to the Director of Finance who develops and promulgates general procedures for accounting and budget control. The Director of Finance maintains primary auditable fiscal accounts and maintains expenditure approval authority for all municipal activities in accordance with approved budgetary authorization.
- B. The Jupiter Police Department is a major functional unit of the Town of Jupiter, responsible to the Town Manager for the proper administration and operation of law enforcement activities. The Chief of Police is charged with the authority and responsibility for internal department administration, including fiscal management of the agency.

5.1.2 FISCAL AUTHORITY, RESPONSIBILITY AND PROCESS

- A. The Chief of Police retains responsibility for fiscal management of the department.

Performance of internal accounting and budgetary control functions and detailed coordination with the Director of Finance is delegated to the Planning and Administrative Services Manager.

- B. The Planning and Administrative Services Manager is authorized to develop and maintain such internal accounts, procedures and controls, as necessary for effective fiscal management; to inform the Chief of Police and Command Staff of the financial status of the department; and implement an efficient and timely development of budget requirements and support data. Annually, in preparation for the next budgetary cycle, information is gathered from the following sources to include; each Bureau Commander regarding the needs of their respective divisions, contracted vendors regarding confirmation of continued service and notice of any expected rate changes, as well as historical data to forecast future departmental needs. Strategic goals are measured to identify any deficiencies requiring the need for additional resources and staffing levels are examined in relation to statistics on crime, traffic and productivity/workload. The requested budget results are presented to the Chief of Police for discussion with Command Staff at which time any additions, deletions, and or revisions to the requested budget are made. Once approved by the Chief of Police, the requested departmental budget is presented to members of the Strategic Leadership Team for review. Proposed personnel and operational costs are distributed among the Department's program inventory in accordance with the Priority - Based Budgeting (PBB) process. The Town Council evaluates and revises each department's proposed budget according to strategic priorities and the final budget is approved by the Town Council.
- C. The Planning and Administrative Services Manager is designated as a department focal point for coordination of fiscal and budgetary questions and problems with town fiscal administration authorities. Such actions and results will be reported to the Chief of Police. Significant problems or questions requiring policy decisions by the Town Manager will be referred to and coordinated by the Chief of Police.

5.1.3 AGENCY ACCOUNTING SYSTEM

- A. The Jupiter Police Department's accounting system is monitored by the Planning and Administrative Services Manager. The Budget, Accounting and Purchasing System are maintained by the Town of Jupiter Finance Department, with management reports made available to the police department each month.
- B. This system provides the monthly status report on the following:
 - 1. Initial appropriation for each account;
 - 2. Balances at the commencement of the monthly period;
 - 3. Expenditures and encumbrances made during the period and fiscal year to date; and
 - 4. The unencumbered balance.

- C. The Planning and Administrative Services Manager will review all expenditure documents to determine the status of budgetary expenditures and balances prior to the approval of the Chief of Police. This will enable maintenance of current and complete internal records of the status of budgetary expenditures and balances.
- D. The Planning and Administrative Services Manager will have access to the town's financial reporting system for verifying status of each account, indicating cumulative expenditures and balance remaining.
- E. The Planning and Administrative Services Manager is responsible for reviewing and approving all budget transfer requests before being forwarded to the Chief of Police.
- F. All agency related revenue accounts are monitored on a regular basis by the Planning and Administrative Services Manager for meeting forecasted projections with action taken and notifications made, if required.

5.1.4 PROCEDURES USED FOR COLLECTING, SAFEGUARDING AND DISBURSING CASH

- A. The following personnel or positions are authorized to accept monies from the public or budgetary appropriation and make cash disbursements within the scope of their duties:
 - 1. Records Section personnel - collect cash for fingerprinting, parking ticket fees, and report fees.
 - 2. Evidence Technician, or designee – collects cash for vehicle forfeiture administrative fees.
 - 3. Purchasing Specialist – maintains the agency's petty cash.
- B. All agency cash funds or accounts will maintain a balance sheet, ledger, or other system that identifies initial balance, cash income received, cash disbursed, and the balance on hand.
- C. A receipt will be issued for cash received.
- D. Authorization for cash disbursement is as follows:
 - 1. Records Section - Monies disbursed will be limited to correct change for services provided.
 - 2. Evidence Technician – does not disburse cash, receives only exact amount cash.
 - 3. Purchasing Specialist – authorized to disburse cash up to \$50 from the petty cash bank. Disbursements in excess of \$50 require the approval of the town Finance Director per the Town of Jupiter Purchasing Policy.

4. Special Operations Supervisor – Investigative funds, authorized to disburse cash in compliance with General Order 17.5.
- E. Expenses in excess of any cash bank account must be pre-approved by the Chief of Police or designee.
- F. All cash expenditures require a receipt to document the items purchased and the amount of the expenditure.
- G. There will be, at a minimum, quarterly accounting of all agency cash activities.
- H. All agency cash fund banks are maintained in a secure area with access limited to those with authorization.

5.1.5 FLORIDA CONTRABAND FORFEITURE SEMI-ANNUAL REPORT

- A. All funds collected, received or earned as a result of the Florida Contraband Forfeiture Act will be deposited into the Law Enforcement Trust Fund. These funds will not be deposited or otherwise commingled with funds received from federal forfeitures which are deposited into the Federal Forfeiture Fund.
- B. The Chief of Police will be responsible for ensuring that all expenditures from the Law Enforcement Trust Fund meet the guidelines as established in Chapter 932 of the Florida State Statutes. The Finance Department will be responsible for ensuring that all expenditures from the Law Enforcement Trust Fund have been authorized by the Town Council.
- C. Law enforcement agencies that receive at least \$15,000 pursuant to the Florida Contraband Forfeiture Act within a fiscal year must expend or donate no less than 15% of such proceeds sometime during the following fiscal year. These expenditures will be for the support or operation of any drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood, or school resource officer program(s).
- D. Law Enforcement Trust Fund accounts will be managed, documented, and utilized according to the current Florida Contraband Forfeiture Act as established in Chapter 932 of the Florida State Statutes.

5.1.6 FEDERAL EQUITABLE SHARING AGREEMENT

- A. Federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies.
- B. All funds received, collected or earned as a result of the Federal Forfeiture Sharing Program will be deposited into a separate account designated as the Federal Forfeiture Account. These funds will not be deposited or otherwise commingled with funds received from state

forfeitures, which are deposited into the Law Enforcement Trust Fund.

- C. The Chief of Police is responsible for ensuring that all expenditures from the Federal Forfeiture Fund meet the guidelines established in the Department of the Treasury Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies.
- D. Federal Forfeiture Trust accounts will be managed, documented, and utilized according to the current Federal Equitable Sharing Agreement.

5.1.7 AUDITING AGENCY FISCAL ACTIVITIES

- A. The Town of Jupiter submits to an Annual Independent Audit of the fiscal activities of the Town. This audit will be conducted in accordance with generally accepted auditing standards, the rules of the State of Florida Auditor General and Government Auditing Standards as issued by the Comptroller General of the United States. This independent audit includes all Police Department accounts.
- B. The Jupiter Police Department's Investigative Funds, Records Cash and Petty Cash will be audited annually by a member of the Town's Finance Department, and/or as directed by the Chief of Police or designee.

5.1.8 AGENCY INVENTORY CONTROL SYSTEM

- A. The Town Finance Department conducts an annual physical asset inventory. All capital assets (valued over \$5,000.00) will be identified via a Property Control Number (PCN) and serial number if available. These numbers will be logged and maintained for reference in the Finance Department.
- B. Department property which is not assigned a PCN by finance and is for general use by Department personnel or is assigned to an officer will be logged in a master list and tracked by the Quartermaster function.

5.1.9 REQUESTING SUPPLEMENTAL OR EMERGENCY APPROPRIATIONS AND FUND TRANSFERS

- A. In the event of an emergency situation which requires the immediate purchase of goods or supplies, the following procedures will apply;
 - 1. A state of emergency must be declared by either the President of the United States or the Governor of Florida.
 - 2. Purchases of \$5,000 or less may be approved by the Department Director(s) without further approval of the Town Manager.
 - 3. Purchases of \$25,000 (\$50,000 for utility system expenses) or less may be approved by the Town Manager without further approval of the Town Council, and without the

requirements for advertising and competitive bids.

4. Purchases of more than \$25,000 (\$50,000 for utility system expenses) may be approved by the Town Council at a public meeting, without the requirements for advertising and competitive bidding.
- B. In situations that involve the request for supplemental funds, the Town's Finance procedures will be adhered to.
- C. In all cases, when purchases have been made under the authority granted above, the responsible Department will submit a report to the Town Manager documenting the nature, circumstances and declaration of the emergency and the necessity of the purchases. If the purchase would have required Town Council approval, a report of the entire matter will be forwarded to Town Council within 30 days of the purchase authorization.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 5.2 - Facility Maintenance and Repair

Subject: Facility Maintenance and Repair

Issued: 04/02

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this General Order is to provide for agency facility maintenance needs.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Maintenance or repair of agency facilities will be completed according to this General Order.

DEFINITIONS

Facility - Any building, trailer, or office used or occupied by agency members.

5.2.1 REQUESTS

Requests for repairs, maintenance, or modifications will be directed to the Administrative Services Division Commander, who is recognized as the agency's Facilities Maintenance Coordinator (FMC).

- A. **Emergency:** Members will report emergencies (e.g., leaks, power outages, hazardous working conditions) to the Administrative Services Division Commander as soon as possible. Emergency repair requests will be made through the Communications Center after regular business hours. A Communications Officer will request the repair through the appropriate service provider (e.g., FPL, BellSouth, Asset Security, etc.).
- B. **Routine:** Members may request routine maintenance (e.g., carpet cleaning, painting) by memorandum through their chain of command. Approved requests will be sent to the Administrative Services Division Commander for coordination of the requested work.

- C. Construction or Modification: Members will submit requests for construction or modification to a building or structure by memorandum, through their chain of command, for approval. The requestor may attach a diagram depicting the changes. Approved requests will be forwarded to the Administrative Services Division Commander for coordination of the requested work.

5.2.2 RESPONSIBILITIES

A. Facilities Maintenance Coordinator (FMC):

1. Make requests through the Town's Public Works Department who will generate a work order.
2. Advise the requestor of the approximate time for job completion or work that is not able to be completed immediately.
3. Monitor status of work requests with the Town's Public Works Department

B. Requestor: The requesting member will:

1. Notify the FMC if the routine maintenance is not completed within two weeks of the approved request.
2. Notify the FMC if the construction and/or building changes are not completed within estimated times.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 6.1 - Accreditation Management

Subject: Accreditation Management

Issued: 07/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish an Accreditation Management System which provides authority for the administration of the Accreditation process and the delegation of responsibilities to those involved.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Accreditation Manager will have "Staff Authority" to discharge their responsibilities of ensuring the success of the Accreditation process and continued compliance with all standards

DISCUSSION

Due to the complex, changing and continuous nature of the Accreditation process, it is necessary to assign accountability, responsibility and a system of review to ensure continued compliance with Accreditation standards.

Providing General Orders (policies and procedures) that meet and/or exceed the minimum requirements set forth by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Commission for Florida Law Enforcement Accreditation (CFA) and maintaining the directives in current compliance is the responsibility of the Accreditation Manager.

For the purpose of this order, staff authority will be defined as the authority conferred upon another to command in the name of the principal. This authority extends over all persons subordinate to the Chief of Police so long as the person exercising the authority is acting within the scope of their assignment.

6.1.1 ACCREDITATION MANAGEMENT

- A. The Accreditation Manager will have direct access to the Division Commanders, Supervisors, and any other person whose expertise and/or authority is needed for the successful operation of the Accreditation process.
- B. The Division Commanders, Supervisors and all other persons will cooperate with the Accreditation Manager.
- C. The Division Commanders will be responsible for all accreditation standards established in the General Orders pertaining to their area of control.
- D. Division Commanders, Supervisors and all other persons will provide, upon request, all proofs of compliance requested by the Accreditation Manager.
- E. The Accreditation Manager will ensure that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished by the person(s) to which they are assigned.
 - 1. The activities will be entered into Microsoft Outlook Tasks with reminders and recurrences established.
 - 2. When a task is due it will be assigned to the appropriate member for completion.
 - 3. When the task is completed and received by the accreditation manager, the task will be checked as completed in Outlook Tasks.
 - 4. Any assigned task overdue by 30 days will be addressed with the Chief of Police.
- F. It will be the responsibility of the Division Commanders to ensure continued compliance with all applicable orders. The Accreditation Manager will assist all Divisional and Sectional components in maintaining compliance.
- G. Agency employees assigned to the position of Accreditation Manager will receive specialized accreditation manager training within one year of being appointed.
 - 1. The Accreditation manager will attend training sessions at CALEA and CFA conferences.
 - 2. The training should include, at a minimum, information on the essential components of the process, the standards manual, file maintenance, and panel interview process.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 6.2 - Accreditation Familiarization

Subject: Accreditation Familiarization

Issued: 07/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish a procedure whereby all Departmental employees are familiar with the Accreditation process.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

It is the policy of the Jupiter Police Department to familiarize all employees with the Accreditation process.

DISCUSSION

It is important that each member of the Department be familiar with the Accreditation process. Newly hired employees should be provided with an historical perspective and realize the importance of the Accreditation process to the Department.

6.1.1 FAMILIARIZATION PROCEDURES

- A. Newly hired employees will receive accreditation familiarization within thirty days after their employment begins or within thirty days after completing the recruit academy.
- B. During periods of self assessment, Department personnel may be issued periodic bulletins discussing needs, concerns, and the progress of the self assessment process.
- C. All Department personnel will receive familiarization prior to each re accreditation.
- D. Familiarization will include:

1. The history and background of law enforcement accreditation and the Department's involvement,
2. The accreditation process:
3. The goals and objectives of accreditation,
4. The advantages of accreditation and its impact on the Department.

E. Familiarization will be provided as follows:

1. Newly hired employees will receive familiarization on the accreditation process through an accreditation training video.
2. The Accreditation Manager, just prior to re accreditation, will provide employees with updates and expectations of the on site assessments.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT

GENERAL ORDER 7.1 - Infectious Disease Prevention an Exposure Control - Infectious Disease Prevention and Exposure Control Plan

Subject: Infectious Disease Prevention and Exposure Control Plan	Issued: 01/94
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 11/18
Signature: <i>Signature on File</i>	Revision #: 10

PURPOSE

The purpose of this General Order is to provide guidelines intended to limit occupational exposure to blood and other potentially infectious bodily fluids, in compliance with the **Occupational Safety and Health Act**, 29 U.S.C. 655, 29 CFR 1910.1030, and **Florida Administrative Code** 10D 104 and 38I 20.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

All members who work in high risk exposure positions will be provided with training and current safety procedure information to minimize risk from exposure to bloodborne pathogens, and to increase understanding of the nature and hazards of communicable diseases. This General Order will serve as the agency's Exposure Control Plan. It will be reviewed whenever new tasks and procedures affect occupational exposure, or at least annually, and updated as necessary.

The exposure determination is based on the definition of occupational exposure WITHOUT REGARD TO PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT. The exposure determination is made by reviewing job classifications within the work environment.

DEFINITIONS

Airborne Pathogens - Pathogenic micro organisms carried by or through the blood and other

body fluids and transmitted by the exchange of infected blood or body fluids.

Blood - Human blood, human blood components, and products made from human blood.

Bloodborne Pathogens - Pathogenic micro organisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to the Hepatitis B virus and Human Immuno deficiency Virus.

Communicable Disease - An infectious disease capable of being passed to another by contact with an infected individual or their body fluids.

Contaminated - The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry - Laundry which has been soiled with blood or other potentially infectious materials or which may contain sharps.

Contaminated Sharps - Any contaminated object that can penetrate the skin including but not limited to: needles, scalpels, broken glass, and exposed ends of dental wires.

Decontamination - Use of physical or chemical means to remove, inactivate, or destroy Blood borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles, and the surface or item is rendered safe for handling, use, or disposal.

Designated Officer - The Jupiter Police Department employee designated by the Chief of Police and meeting qualification standards, who will coordinate all post exposure procedures along with pre and post testing counseling, and act as a liaison between the Department and the medical facility charged with testing/treating the exposed employee.

Exposure Incident - A specific eye, mouth, other mucous membrane, non intact skin, or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

Hand washing Facilities - A facility providing an adequate supply of running potable water, soap, and single use towels or hot air drying machines.

Personal Protective Equipment - Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothing (such as uniforms, pants, shirts, or shoes) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Regulated Waste - Fluid or semi liquid blood or other potentially infectious materials; contaminated items that would release the source subject's blood or other potentially infectious materials in a liquid or semi liquid state if compressed; items that are caked with dried blood or

other potentially infectious materials and are capable of releasing these materials during handling; and contaminated sharps.

Source Contact Testing - Any person who injures a law enforcement officer, acting in the scope of their employment, may be examined to determine if the person has a potentially life threatening transmittable disease. These tests may be administered on a consent basis, or a warrant can be obtained to compel the person to submit to the test.

Source Individual - Any individual, living or dead, whose blood or other infectious materials may be a source of occupational exposure to the employee.

Sterilize - The use of a physical or chemical procedure to destroy all microbial life, including highly resistant bacterial endospores.

7.1.1 EXPOSURE TO COMMUNICABLE DISEASES

- A. An exposure occurs when a person's blood or body fluids transfer to another person's blood stream. This can occur in three ways:
 - 1. Needle sticks (e.g., accidental needle sticks while searching people or places).
 - 2. Through human bites or through openings in the skin (e.g., cuts, sores, abrasions, etc.) which are exposed to blood or body fluids.
 - 3. Splashes into eyes, nose, or mouth.
- B. Fluids include; blood, semen, saliva, urine, tears, stool, vomit.
- C. The mere handling of an arrestee during the arrest process or during subsequent detention does not constitute an exposure. For an actual exposure to occur, at least one of the above conditions must be met.
- D. When a member is exposed to a suspected carrier, the following steps will be taken:
 - 1. If your skin is broken or punctured, encourage the wound to bleed while applying pressure.
 - 2. Wash the area thoroughly with soap and hot water or a disinfectant solution, as available, for 15 seconds minimum.
 - 3. Have the transport area of the contaminated vehicle washed or sprayed with 10% solution of bleach or ammonia. Follow vehicle decontamination procedures as outlined in Section 7.1.8, of this General Order.
 - 4. Follow property decontamination procedures as outlined in Section 7.1.9 of this General Order.

5. A Biohazard Exposure Incident Report will be prepared when members have cause to believe that they have had a high risk exposure.
6. A supervisor will be notified and the facts surrounding the exposure incident will be documented in an Incident Report, detailing the extent of the exposure.
7. The supervisor will ensure that a completed, detailed report of the incident including a Worker's Compensation Notice of Injury Report is forwarded to the Chief of Police through the Chain of Command.
8. Follow up and additional testing, if necessary, will be coordinated through the Human Resources and Risk Management Department.

7.1.2 PREVENTATIVE MEASURES

Hepatitis B Vaccination

- A. The Town will make the Hepatitis B vaccine and vaccination series available to all employees who have occupational exposure, as well as provide a post examination evaluation and follow ups to all employees who experience an exposure incident.
- B. The vaccine and vaccinations, as well as all medical evaluations and follow up, will be made available at no cost to the employee, provided at a reasonable time and place, and performed by or under the supervision of a licensed physician or other licensed health care professional whose scope of practice allows him or her to perform the required activities independently.
- C. Employees who decline the vaccination must sign a declination statement (see bottom of Hepatitis Immunization Consent Form). The employee may request and obtain the vaccination at a later date and at no cost if he/she continues to be exposed.
- D. The Hepatitis B vaccine and vaccination series will be offered after receipt of infectious diseases training and within ten (10) working days of initial assignment to employees who have occupational exposure to blood or other potentially infectious materials unless:
 1. The employee has previously received the complete Hepatitis B vaccination series.
 2. Antibody testing reveals that the employee is immune or;
 3. Medical reasons prevent taking the vaccinations.
- E. Prescreening is not required before receiving the Hepatitis B vaccination series.
- F. HBV booster inoculations are not indicated unless screening demonstrates that antibody levels are insufficient. This screening is usually done post exposure during the period of more than two years past the final HBV series inoculation.

7.1.3 UNIVERSAL PRECAUTIONS

The method of infection control requires the employer and employee to assume that ALL human blood and body fluids are infectious for HIV, HBV, and other blood borne pathogens. Where differentiation of types of body fluids is difficult or impossible, ALL body fluids are to be considered as potentially infectious. Universal precautions include:

- A. The consistent use of disposable gloves, CPR masks, and other available equipment.
- B. Proper handling of hypodermic needles and other sharp objects.
- C. Immediate and thorough hand washing or cleaning with approved disinfectant solutions.
- D. Immediate and thorough cleaning and decontamination of contaminated equipment, clothing, and work surfaces.
- E. Modification of police functions such as searches and processing of physical evidence.
- F. Any exposed areas of the skin on which exists a rash, skin infection, cut, or other break in the skin should be completely covered by a bandage prior to the beginning of the tour of duty. If the bandage becomes wet or soiled, it should be changed.
- G. Following any contact with blood or body fluids whether or not gloves or other protective equipment had been worn, personnel will wash their hands with soap or a germicidal cleaner under hot running water. If running water is not available, personnel will clean their hands with approved disinfectant solution.

7.1.4 METHODS OF CONTROL

- A. Engineering and work practice controls are the primary methods used to prevent occupational transmission of HIV and HBV. Personal protective clothing and equipment also are necessary when occupational exposure to blood borne pathogens remains even after these controls.
 - 1. Engineering Controls reduce employee exposure in the workplace, either by removing or isolating the hazard or isolating the worker from exposure. Puncture resistant disposal containers for contaminated sharp instruments, resuscitation bags, and ventilation devices are examples of engineering controls. Engineering controls will be examined and maintained or replaced on a scheduled basis.
 - 2. Proper Work Practice Controls alter the manner in which a task is performed. In work areas where a reasonable likelihood of occupational exposure exists, work practice controls include:
 - a. Restricting eating, drinking, and smoking;

- b. Preventing the storage of food and/or drink in refrigerators or other locations where blood or other potentially infectious materials are kept and;
- c. Providing and requiring the use of hand wash facilities.

B. Other requirements include but are not limited to:

- 1. Washing hands when gloves are removed and as soon as possible after skin contact with blood or other infectious materials.
- 2. Bending, breaking, recapping, or shearing contaminated needles/sharps is not permitted.

C. Personal Protective Equipment:

- 1. The Town will provide, make accessible, and require the use of protective equipment at no cost to the employee. Equipment will be provided to all members who work in high risk exposure positions. Designated equipment will be properly used, cleaned, laundered, repaired, replaced, or discarded as needed.
- 2. An employee may temporarily and briefly decline to wear personal protective equipment under rare circumstances and when, in the employee's professional opinion, it prevents the delivery of health care or public services. The circumstance would be expected to be life threatening. In general, appropriate personal protective equipment is expected to be used whenever exposure may occur.
- 3. The securing of evidence for the Evidence Technician will follow all procedures for eliminating the threat of contaminated fluids by utilizing leak proof bags/ containers, or the contamination of the evidence area and potential exposure to the Evidence Technician is at risk.

D. Handling Precautions

- 1. Remove protective equipment after equipment becomes contaminated.
- 2. Place used protective equipment in appropriately designated areas or containers when being stored, washed, decontaminated, or discarded.
- 3. Wear appropriate gloves when it can be reasonably anticipated that the employee may have contact with blood or other potentially infectious materials and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, or contaminated or their ability to function as a barrier is compromised.
- 4. Never wash or decontaminate disposable gloves.
- 5. Wear appropriate face and eye protection when splashes, sprays, splatters, or

droplets of blood or other potentially infectious materials pose a hazard to the eye, nose, or mouth.

E. Housekeeping

Officers will ensure the following housekeeping procedures are followed:

1. Clean and decontaminate all equipment and work surfaces that have been contaminated with blood or other potentially infectious materials.
2. Decontaminate work surfaces with an appropriate disinfectant after completion of procedures, immediately when overtly contaminated, after any spill of potentially infectious materials and at the end of the work shift when surfaces have been contaminated since the last cleaning.
3. Place contaminated waste in closeable and labeled or color coded containers.
4. When discarding contaminated sharps, place them in containers that are closeable, puncture resistant, leak proof, and appropriately labeled or color coded.
5. A sharps' container will be located in the prisoner processing area for the disposal of all small to medium size sharps.
6. Handle contaminated laundry as little as possible and with a minimum of agitation.
7. Use appropriate personal protective equipment when handling contaminated laundry.
8. Place wet, contaminated laundry in leak proof and labeled or color coded containers before transporting.
9. Bag contaminated laundry at its location of use.

F. Labeling

1. Fluorescent orange red warning labels will be attached to containers of regulated waste, to refrigerators and freezers containing blood and other potentially infectious materials, and to other containers used to store, transport, or ship blood or other potentially infectious materials.
2. These labels are not required when:
 - a. red bags or red containers are used, and
 - b. containers of blood, blood components, and individual containers of blood or other potentially infectious materials are placed in a labeled container during

storage, transport, shipment, or disposal.

3. The label must contain the biohazard symbol and the word BIOHAZARD in a contrasting color and be attached to each object by string, wire, adhesive, or another method to prevent loss or unintentional removal of the label.

G. Exposure Occurrence

1. The post exposure medical evaluation will be made available immediately for employees who have had an exposure incident. At a minimum, the evaluation and follow up must include the following elements:
2. Document the routes of exposure and how the exposure occurred.
3. Identify and document source individual.
4. Submit a request in writing by the affected employee to investigate the possibility of exposure to disease by providing baseline samples of the employee's blood and obtaining screening samples of the source's blood.
5. Provide the exposed employee with the source individual's test results and information about disclosure laws and regulations concerning the source identity and infectious status.
6. Preserve the blood for at least 90 days if the employee does not give consent for HIV serological testing during the collection of blood for baseline testing. This procedure will be done by the assisting medical facility.
7. Provide HBV and HIV serological testing, counseling, and safe and effective post exposure prophylaxis following the current recommendations from the U. S. Public Health Service.
8. Provide the health care professional evaluating the exposed employee with a description of the employee's job duties relevant to the exposure incident, documentation of the routes of exposure, circumstances of exposure, results of the source individual's blood tests if available, and all relevant employee medical records including vaccination status.
9. Provide the exposed employee with a copy of the health care professional's written opinion of him/her within 15 days after the detailed evaluation.
 - a. The written opinion is limited to whether the vaccine is indicated and if it has been received.
 - b. The written opinion for post exposure evaluation must document that the employee has been informed of the results of the medical evaluation and of any

medical conditions resulting from the exposure incident that may require further evaluation or treatment.

- c. All other diagnosis must remain confidential and not be included in the written report.

H. Record Keeping

The Human Resources Department will preserve and maintain for each employee an accurate record of occupational exposure according to Title 29 Code of Federal Regulations. Medical records will also include the following information:

1. Employee's name and social security number.
2. Employee's Hepatitis B vaccination status including vaccination dates and any medical records related to the employee's ability to receive vaccinations.
3. Results of examinations, medical testing, post exposure evaluation, and follow up procedures.
4. The health care professional's written opinion.
5. A copy of the information provided to the health care professional.

I. Confidentiality

An issue of concern is the protection of patient confidentiality. Consequently, any information or records regarding an employee or patient with communicable disease is confidential. Access to such information is limited to only those staff that has legal need to know. Disclosure of any information, except as required by law, must be made unless the express written consent of the employee is obtained.

7.1.5 RELEVANT TASK ANALYSIS

A preliminary task analysis of daily performance data pertinent to the Department's job descriptions indicates the following at risk data. Those shown in the high risk category would be the most likely to be exposed to life threatening infectious diseases. Those shown in the low or no risk category would be the least likely to be exposed.

A. HIGH RISK:

1. Patrol Bureau Officers
2. Street Crimes Unit Agents
3. Patrol Bureau Sergeants

4. K-9 Officers
5. Beach Unit Officers
6. Marine Unit Officers
7. Community Service Officers
8. Fleet and Facilities Maintenance Personnel
9. Evidence Technician
10. Crime Scene Investigators
11. Criminal Investigations Detectives
12. Traffic Unit
13. Strategic Response Team
14. Neighborhood Enhancement Team
15. Community and Youth Outreach

B. MEDIUM RISK:

1. District Captains
2. Operations Support Bureau Sergeants
3. Training Staff
4. Recruitment and Hiring Officer
5. Code Compliance Officers

C. LOW RISK:

1. Chief of Police
2. Deputy Chief
3. Major
4. Planning and Administrative Services Manager

5. Accreditation Manager
6. Administrative Support Personnel
7. Crime Analyst

7.1.6 PRACTICAL APPLICATION

A. In House

1. Exposure kits will be located in accessible locations within Headquarters for exposure incidents consisting of:
 - a. Disposable gowns and coveralls.
 - b. Goggles and masks.
 - c. Sodium solution (Hypochlorite).
 - d. Decontamination solution.
2. A sharps container will be permanently fixed in Headquarters for sharps' disposable.
3. Red plastic disposal bags will be available for contaminated waste and clothing. Bags will be marked with the BIOHAZARD symbol.

B. Field Operations

1. All vehicles being utilized by departmental personnel must be properly equipped with biohazard kits.
 - a. It will be the responsibility of the assigned Police Officer to check for complete contents, and if the vehicle is not properly equipped, immediately notify a supervisor.
 - b. It will be the responsibility of the supervisor to assign another properly equipped vehicle, update the assigned vehicle's equipment, and apply for replacement equipment.
2. Biohazard kits will be included in all crime scene kits.

C. Disposal Methods

1. Sharps will be disposed of in a timely manner according to guidelines.
2. Contaminated clothing and other waste will be bagged in provided biohazard bags

and disposed of according to guidelines.

D. Exposure Notification

1. If an exposure occurs, the Exposure Incident Report Form will be filled out and the Town's Risk Manager will be notified immediately. A qualified post exposure counselor from the Jupiter Medical Center staff will be available by request of the on duty supervisor.
2. The report and all related paperwork will be completed and made available to the designated officer within the shift of occurrence or as soon as practical thereafter.

7.1.7 RESPONSIBILITIES OF THE RISK MANAGER

- A. Arrange for the medical facility to collect exposed employee's blood after obtaining consent as soon as possible after the exposure incident and have blood tested for HIV and HBV serological status.
- B. Document the source's blood test results.
- C. Do not initiate repeat testing to determine the known infectivity of a source individual who is known to be infected with either HIV or HBV

7.1.8 VEHICLE DECONTAMINATION

- A. Disinfecting procedures will be performed when a police vehicle requires cleaning after blood or other body fluids have been discharged within the vehicle.
- B. The on duty Supervisor will be notified and a voice mail will be left for the Fleet Maintenance Coordinator.
- C. The vehicle will be taken out of service at the Jupiter Police Department. Under no circumstances will the vehicle continue to be utilized until proper decontamination procedures have been followed.
- D. A Contamination Form will be completed and placed on the dash of the vehicle.
- E. A Work Order will be completed explaining the contamination to the vehicle and the time it was contaminated.

7.1.9 PROPERTY DECONTAMINATION

- A. When Departmental issued or personal property is contaminated by blood or other body fluids in the line of duty, a supervisor will be notified.
- B. If it is determined the item shall not be laundered or decontaminated, the item will be

secured by the member in a sealed red bio-hazard plastic bags and deposited in the red bio-hazard container located in the sally port.

- C. A memorandum to replace the contaminated property will be completed by the individual responsible for the property and submitted to their supervisor with a copy to the Purchasing Specialist/Quartermaster. The memorandum will include:
 - 1. The circumstances by which the property became contaminated and the related report number.
 - 2. Whether any person was charged with destruction of public or private property due to the circumstances by which it became contaminated.
- D. Employees must maintain spare uniforms/ clothing (business attire) in their lockers to be available when uniforms or clothing becomes contaminated. Employees will not be permitted to return home to clean their own uniforms and gear without evaluation and approval of the on duty Supervisor.

7.1.10 INFECTIOUS DISEASE PREVENTION TRAINING

- A. The Training Coordinator will designate an instructor for the topic of infectious disease prevention.
- B. The Training Coordinator will be responsible for disseminating updated information and coordinating training. The Human Resources Department will coordinate and maintain the HBV/PPD vaccination and testing program.
- C. Training on infectious diseases and the OSHA Bloodborne Pathogens Standard will be made available to all departmental personnel.
- D. All personnel with a risk of occupational exposure must complete this training.
- E. Training for departmental personnel will occur prior to their initial assignment, and biennially thereafter. The training program will address the following at a minimum:
 - 1. Familiarization with this order and OSHA regulations;
 - 2. Familiarization with personal protective equipment that is available for use;
 - 3. Familiarization with basic epidemiology symptoms of blood borne diseases;
 - 4. Familiarization with the modes of transmissions of blood borne diseases;
 - 5. Exposure control procedure;
 - 6. Information about hepatitis;

7. Recognizing the international bio-hazardous waste symbol;
8. Familiarization with the agency's bio-hazardous waste disposal procedures;
9. An explanation of work methods which will prevent or reduce exposure;
10. An explanation of what procedures to follow if an exposure occurs, including post exposure follow up; and
11. A question and answer period through the Training Coordinator or designee.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 7.2 - Skin Care and Exposure to Sun

Subject: Skin Care and Exposure to Sun

Issued: 06/93

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 06/99

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to provide information to assist personnel in preventing over exposure to the sun.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

All personnel should be aware of the sun's harmful ultraviolet rays and the threat of skin cancer. Liberal amounts of sunscreen should be applied prior to exposure to the sun by all personnel assigned to outdoor activities; either through assignment (i.e.: Motorcycle, ATV, Bicycle, Marine or Beach Units) or special assignments requiring prolonged exposure to the sun.

7.2.1 GENERAL GUIDELINES

- A. With a little knowledge and common sense, we can avoid the pain and skin damage of sunburn. These precautions should help:
1. **Limit Exposure** The simplest way to avoid sunburn is to limit our exposure to the sun.
 2. **Wear Protective Clothing** Hats, long sleeves, and long pants can provide protection against sunburn.
 3. **Use Sun Screens** One of the most important precautions that you can take is to use a sun screen. A sun screen is a lotion, cream, or gel designed to filter out most of the sun's ultraviolet rays and to permit longer sun exposure. The regular use of sun screens helps prevent sunburn. It may also help you to avoid the permanent damage (including skin cancer) that prolonged over exposure can cause.

B. Sun screen is provided by the department, and can be obtained from a supervisor.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 7.3 - Exposure to Hazardous Materials

Subject: Exposure to Hazardous Materials

Issued: 09/94

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 07/99

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish guidelines to be followed when an employee is exposed to hazardous or harmful chemicals while in the line of duty.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

The potential for an exposure to hazardous chemicals by an employee of the Jupiter Police Department is always present. Depending upon the nature of the exposure and type of chemical, prompt medical decontamination must occur. Refer to General Order 16.7, Hazardous Materials Response.

DEFINITIONS

For the purpose of this General Order, the definitions below are in novice terms and apply only to this General Order:

Hazardous Materials - any explosive, flammable, oxidizer (i.e., acids), poisons, biohazards (i.e., medical waste or disease causing agent), corrosive, pesticide, radioactive substance, or other substance in a quantity or form that may pose an unreasonable risk to health, safety, or property.

Hazardous Materials Incident (HMI) - encompasses a wide variety of potential situations. Each particular incident is different and must be handled according to the situations present. These incidents include but are not limited to fires, explosions, leaks, spills, chemical reactions, biohazardous materials, a transportation accident, leaking storage container, some illegal waste disposal, and any similar incident in which hazards may include toxicity, flammability, radioactivity, corrosive qualities, or hazards to health or the environment.

Biohazardous Materials - primarily medical waste but may include disease-causing agents that are not medical waste. Medical waste is often referred to as "red bag waste," due to the fact that it is packed in lined cardboard boxes. Both types of containers are clearly marked "biohazardous" and should display the identity of the generator of the waste.

Pesticide - or necessary poison, means any substance or mixture intended to prevent, destroy, repel, or control insects, rodents, worms, fungus, weeds or other forms of plant life, or some viruses (not in humans or animals). These include but are not limited to insecticides, herbicides, algaecides, and fungicides.

7.3.1 EXPOSURE PROCEDURES

- A. When an employee has been exposed by contact or inhalation of any defined hazardous materials, immediately report the same to the nearest available supervisor.
- B. The employee must be aware of the danger of spreading this contamination to vehicles, people, and residences. The employee should move out of the contaminated area to avoid further exposure but only to a distance so that further exposure is limited but spread of contamination is contained.
- C. The supervisor should have the Communications Center notify Palm Beach County Fire-Rescue and have the Special Operations Response Team respond.
- D. The supervisor should make all reasonable and safe attempts to determine the cause of the contamination and what type or name of the material caused the contamination. Furthermore, the supervisor should secure the scene of the incident.
- E. Should the source of contamination be identified, the supervisor should utilize the DOT Emergency Response Guide Book and follow the guidelines, until the incident is turned over to Fire-Rescue.
- F. In the case of chemical spills and other chemical exposures, **Chem Trec** (1-800-424-9300) should be called.
- G. In the case of poison contamination, the State **Poison Control Hot Line** (1-800-282-3171) should be called.
- H. Following the arrival of medical help and transportation of the employee to a trauma center, any equipment utilized by the employee should be considered contaminated, and guidelines should be followed for proper disposal or decontamination, as outlined in the DOT Emergency Response Guide.
- I. The supervisor will further ensure that no Jupiter Police Department personnel are sent or allowed to respond to their respective homes to clean up. This action is in effect a form of decontamination and will be done on site, or if directed by Fire-Rescue at a district substation, fire station, or hospital. The purpose of this is to avoid the remotest chance of

exposing family members to any contamination.

- J. *A Hazardous Substance Exposure Report* will be completed for each employee exposed, with a copy attached to the case report and forwarded through the chain of command to be placed in the employee's health file.
- K. Following the incident, a written Supervisory Report and Workers' Compensation Form should be completed and appropriate notification made at Command Staff level.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 8.1 - Classification and Delineation of Duties

Subject: Classification and Delineation of Duties and Responsibilities

Issued: 01/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this General Order is to establish and maintain systems for determining job classifications, delineating duties and responsibilities, completing job task analysis, and formulating job descriptions.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

It is the policy of the Jupiter Police Department to maintain current job task analyses and job descriptions for all sworn positions within the agency.

DISCUSSION

Before a position can be advertised and filled, a job task analysis and a written job description must be completed. It is from these documents that the position will be evaluated for placement. These documents provide a job related focus for developing and implementing recruitment strategies; developing and validating hiring and promotional procedures; establishing spans of control; determining training requirements; and evaluating member performance.

8.1.1 JOB TASK ANALYSIS (JTA)

The Director of Human Resources is responsible for ensuring that a job task analysis is conducted and maintained on file in the Human Resources Department for every sworn job classification in the agency. Each JTA will be derived through interviews with members performing in the position described, interviews with supervisors, observations of the jobs, and by questionnaires filled out by individual members. Upon request of the Human Resources Director, members are required to make themselves available, answer questionnaires, and assist

in the development of JTA's. At a minimum, each JTA will include the following:

- A. The essential work behaviors, duties, responsibilities, and tasks required for the position.
- B. The frequency with which each task is performed.
- C. The minimum levels of proficiency necessary in the job related skills, knowledge, abilities, and behaviors.
- D. The criticality of the job related skills, knowledge, and abilities.

8.1.2 JOB DESCRIPTIONS

The Director of Human Resources will maintain job descriptions for every sworn position and assignment in the agency. These job descriptions will be maintained on file in the Human Resources Department and made available to all members.

8.1.3 RECLASSIFICATION OF MEMBERS

- A. Anytime a civilian member's classification is changed to a certified position, and the initial background investigation was less than one year prior to the reclassification, the background investigation will consist of three additional personal references, an oral interview, a neighborhood check, drug screening, psychological and CVSA testing, and physical examination. The member must submit a new job application for the certified position.
- B. If the initial background investigation was conducted more than one year prior to the reclassification, a complete background check will be conducted.
- C. When a member's classification is changed, a new probationary period will start from the date of transfer.
- D. Anytime a member leaves the agency and wishes to be rehired, a complete background investigation will be conducted. The individual must meet all requirements.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT
GENERAL ORDER 8.2 Classification/Description of Sworn Positions

Subject: Classification/Description of Sworn Positions	Issued: 01/87
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 7/19
Signature: <i>Signature on File</i>	Revision #: 4

PURPOSE

The purpose of this General Order is to establish an understanding of the duties and responsibilities of sworn personnel within the agency.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

8.2.1 CHIEF OF POLICE

- A. The Chief of Police will be in charge of the Town's Police Force. The Chief is charged with the enforcement within the Town of State and National Laws and Town Ordinances, unless otherwise provided in the statutes and ordinances.
- B. The Chief of Police will be responsible for the proper and efficient enforcement of all laws, ordinances, and regulations which the police have authority to execute. The Chief of Police will be responsible for the maintenance and enforcement of rigid discipline and the supervision of police work and conditions of the Department and exercise such authority with regard thereto as may be directed by the Town Manager. The Chief of Police has power to promulgate such orders to the officers and members of the Department as he/she may deem proper; and it is the duty of the members of the Department of Police to render to him/her and his/her orders implicit obedience; but such orders will be in conformity to the law and be subject to the Town Manager's authority and to the regulations of the Town of Jupiter.
- C. The Chief of Police will organize his/her office so that at all times, in his/her absence, command will revert to the Commanding Officer whom he/she may designate. The Officer

in command will be regarded for the time being as the Acting Chief of Police. As such, his/her directions will be obeyed throughout the Department.

- D. He/she will be directly responsible for all physical property of the Department. He/she will see that all equipment is properly used and cared for. He/she will see that the station and premises are clean and kept in good order. This authority may be delegated to another command officer or designee.
- E. The Chief of Police will keep the Town Manager informed of important events, criminal conditions, unusual occurrences, and will furnish statistics and suggestions as deemed advisable for the improvement of the police service. At the request or with the concurrence of the Town Manager, the Chief of Police will prepare and/or present such reports to the Town Council.
- F. The position requires the exercise of considerable independent judgment, discretion, and initiative and is performed under the general supervision of the Town Manager.

8.2.2 POLICE DEPUTY CHIEF

- A. The Police Deputy Chief supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work activities; consults with assigned staff, assists with problem situations, and provides technical expertise; conducts interviews and make hiring recommendations.
- B. The Deputy Chief will assist in directing operations and activities of the patrol and operational functions of the Police Department; assists in planning agency activities; assists in directing and coordinating department staffing levels and performs other assignments as directed by the Chief of Police.
- C. The Deputy Chief performs the duties of Police Chief in absence of same.
- D. The Deputy Chief responds to and assumes command of major/critical incidents; responds to critical calls relayed by dispatchers, including calls involving large-scale incidents, high-profile incidents, fatalities, homicides, lost/missing persons, search/rescue operations, major property damage, bombs, natural disasters, or other problem situations; makes sound decisions in critical situations; assesses/evaluates incident scenes, determines necessary manpower allocation, and ensures utilization of proper methods to preserve evidence; requests and directs additional emergency personnel, other units/departments, outside agencies, or others as needed.
- E. The Deputy Chief will assist with development and implementation of long/short term plans, goals, and objectives for the department.
- F. The Deputy Chief will assist with development, review, updating, and implementation of

departmental policies and procedures.

8.2.3 POLICE MAJOR

- A. A Police Major's main function is responsible, professional, administrative and law enforcement work in planning, organizing, and directing the activities of various police divisions.
- B. Makes personal inspection and/or causes inspection to be made of the division and operations under command at regular intervals, as frequently as may be necessary to keep thoroughly informed of the conditions therein.
- C. Makes personnel assignments in the division in a manner that will sustain the required personnel strength to successfully and efficiently perform the functions or services assigned to the division.
- D. Assists with annual budget preparation and accompanying justification of needs. Directs the purchasing of equipment and supplies in an economic manner.
- E. Reviews operating procedures and makes the recommendations for improvements. Conducts training programs in various phases of police activities for personnel.
- F. Participates and assists in the more complex and difficult management tactical situations.
- G. Performs related work as directed by the Chief of Police.
- H. Oversees the investigations of reported misconduct of personnel and recommends disciplinary action to the Chief of Police.

82.2.4 POLICE CAPTAIN

- A. The rank of Captain will assist the Chief of Police in the execution of his/her office and will have such powers and perform such other duties as the Chief from time to time may direct. The rank of Captain will carry out the orders and policies of the Chief and will not alter, revise, or countermand such orders or policies heretofore established, except in the case of an emergency.
- B. The rank of Captain will exercise supervision over the routine work of the office; receive reports from various Command Officers; check as to their accuracy and, when all reports are completed, forward to the Chief of Police and will refer immediately all matters of importance requiring immediate attention.
- C. The rank of Captain will be responsible for all physical property of the Department. He/she will see that all equipment is properly used, and cared for. He/she will see that the station, cells, and building are clean and kept in good order.

- D. The rank of Captain will be directly responsible for all personnel of the Department. He/she will be charged with the discipline, supervision, inspection, and morale of all personnel. He/she will issue all orders received from the Chief of Police affecting the personnel of the Department. He/she will assure proper maintenance of records, both departmental and personnel.
- E. The above are primary duties of the rank of Captain. The Captain performs related work as required.
- F. The rank of Captain will perform administrative and supervisory work in planning and directing line and staff, activities of patrol, communications, investigative, traffic, administrative, and related functions of the Police Department.

8.2.5 POLICE SERGEANT

- A. The rank of Sergeant will be responsible for the efficiency and discipline of all members of the Department under his/her supervision.
- B. He/she will make themselves thoroughly acquainted with the capabilities of the police officers and report in writing to his/her Supervisor; every case of misconduct, neglect of duty, or violation of prescribed conduct; and duty requirements on the part of police officers under his/her supervision.
- C. He/she will patrol the Town and supervise the officers in giving proper attention to their duties and will advise them when necessary in the performance of their work.
- D. The rank of Sergeant will enforce a respectful and strict obedience from Officers in their duties. Each Sergeant will set examples of sobriety, discipline, energy, accuracy, courtesy, and dignity at all times in all places.
- E. Supervisory work in directing a squad of police officers, the investigation and prevention of crime, documentation of evidence, apprehension of criminal offenders, or other responsible police functions.

8.2.6 POLICE OFFICER

- A. A Police Officer will be quiet, civil, and orderly in the performance of his/her duty, maintaining an even command of temper, patience, and discretion. When the situation demands, he/she must act with firmness and sufficient energy to perform his/her duties. He/she will be courteous to citizens and to fellow officers and members of the Department.
- B. Police Officers will be constantly alert and note any conditions requiring police attention and take immediate action.
- C. The prevention of crime is the most important function of a Police Officer's duty. He/she must always keep that object in view and exert his/her utmost effort to accomplish that

end.

- D. General duty police work in the protection of life and property through the enforcement of laws and ordinances.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT

GENERAL ORDER 9.1 - Off-Duty Employment and Extra Duty Assignments

Subject: Off-Duty Employment & Extra Duty Assignments		Issued: 09/98
By Order Of: Daniel J. Kerr, Chief of Police		Revised: 4/19
Signature: <i>Signature on File</i>		Revision #: 8

PURPOSE

To establish guidelines to authorize, monitor, and control off duty employment and extra duty assignments by Jupiter Police Department members during off duty hours.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

Self employment or work performed by members for an employer other than the Jupiter Police Department is a privilege, not a right. Members are paid for full time service to the agency and the Chief of Police retains the right to approve work after normal duty hours by sworn or civilian members as a condition of employment. This includes limiting the number of hours that can be worked during off duty time.

POLICY

The Jupiter Police Department will monitor and regulate the nature and duration of off duty employment and extra duty assignments as restricted by statute and as it affects the operation of the agency.

DEFINITIONS

Extra-Duty Employment - Any employment that is conditioned on the actual or potential use of law enforcement powers by the off-duty police officer. This employment will be approved,

scheduled, and administered by the Jupiter Police Department.

Off-Duty Employment - Any employment that will not require the use or potential use of law enforcement powers by the off duty police officer.

Extra-Duty Detail Software - A software application specifically designed to distribute, monitor, and track extra-duty details or scheduled town overtime assigned to or selected by an officer.

Pop-Up Job - A detail that is scheduled after the initial monthly detail selection time. These jobs are limited to one detail per officer per day, unless instructed otherwise by the Extra-Duty Assignment Coordinator.

9.1.1 PROHIBITED OFF-DUTY EMPLOYMENT

Full-time members may not work off duty employment in the following areas:

- A. Bail bondsman [F.S. 648.44(2)], store detective, private watchman or security guard other than uniformed law enforcement related employment.
- B. Investigative work for attorneys, insurance firms, collection agencies, or security services.
- C. Employment that adversely affects the performance of official duties or creates a conflict of interest violating F.S. 112.313.
- D. No police officer will be permitted to engage in the sale of alcoholic beverages under the Beverage Law; or will be employed, directly or indirectly, in connection with the operation of any business licensed under the Beverage Law; or will be permitted to own any stock or interest in any firm, partnership, or corporation dealing wholly or partly in the sale or distribution of alcoholic beverages, except as provided in this section. (Members may be employed as entertainers for a business licensed under the Beverage Law to sell beverages refer to F.S. 561.25)

9.1.2 OFF-DUTY EMPLOYMENT

- A. Work of a non law enforcement nature performed during off duty hours by sworn or civilian members requires the approval of the Chief of Police.
 - 1. **Initial approval** - Members must submit an *Off Duty Employment Approval Form* with a brief description of the work, the name and address of the employer, the hours to be worked, and the duration of the job, via the chain of command to the Chief of Police. The request will include a statement that the off duty employment will not affect the performance of agency duties; the writer has read and understands the provisions of this General Order regarding off duty employment injuries and disability coverage; and has read the provisions of F.S. 112.313 regarding conflicts of interest.
 - 2. **Off-Duty Re-Approval** - An Off-Duty Employment Approval Form must be

completed for each off-duty employment work the member is requesting for approval. For example; if a member has received approval for a previous off-duty employer and wants to relocate to a different off-duty employer; a new form needs to be completed and submitted via the chain of command to the Chief of Police.

- B. After approval or disapproval by the Chief of Police, the original/new request will be filed in the member's personnel file in the Human Resources Department. A copy will be forwarded to the member.
- C. Members will not use Department vehicles, uniforms, equipment, or resources while engaged in non law enforcement related off duty work, unless approved by the Chief of Police.

9.1.3 EXTRA-DUTY ASSIGNMENTS

- A. The Jupiter Police Department receives many requests from public, private, and commercial operations to assign police officers to law enforcement related part-time work, including traffic and crowd control, or duty requiring uniformed law enforcement presence. These requests are posted by the Extra Duty Assignment Coordinator.
- B. Officers working extra duty assignments are subject to inspection by supervisory officers to ensure compliance with rules and procedures. Departmental written directives will be applicable to officers engaged in law enforcement related extra duty assignments. Violations of written directives will be cause for prohibition from further extra duty work and/or disciplinary action.
- C. Officers working extra duty assignments will maintain the same standards of personal appearance, conduct, and performance as if they were on regular duty. The full uniform of the day will be worn on extra duty assignments; this includes full leather/nylon gear and a traffic vest if traffic control is involved. Exceptions will be specified by the Chief of Police or his designee.
- D. Extra duty assignments are available to law enforcement members who have completed the FTO Program.
- E. Officers wishing to work extra duty assignments must submit an inter office memorandum, via the chain of command to the Chief of Police, indicating that the officer has read and understands this procedure, particularly regarding extra duty and disability coverage, and that the officer has read F.S. 112.313 relating to conflicts of interest.
- F. If the request is approved by the Chief of Police, the officer's name will be added to the list of officers eligible for extra duty assignments, maintained by the Extra Duty Assignment Coordinator.
 - 1. After receiving approval, the officer must submit a user name and password request using the extra-duty detail software.

2. The Extra-Duty Assignment Coordinator will verify the officer's eligibility and allow the officer access to the extra-duty detail software.
 3. Officers will be able to select from available extra-duty details once access to the extra-duty detail software is approved.
- G. Officers are responsible for reviewing any applicable Special Event permits and/or Special Operations plans pertaining prior to working the assigned detail.
- H. Officers will not jeopardize their physical or mental health with extra duty assignments.
1. Officers will provide for a minimum of 8 hours of rest within each 24 hour period.
 2. Officers will limit their combined on duty and extra duty work time to not more than 16 consecutive hours within a 24 hour period, unless an exception is specifically authorized by a Division Commander.
- I. Extra duty assignments will be released through the extra-duty detail software on the third Wednesday of each month, unless earlier release is required to provide adequate time for staffing.
- J. Extra-duty details will be obtained by logging onto the detail software. Officers must enter a user name and password.
- K. All extra-duty details submitted to the Extra-Duty Assignment Coordinator will be entered into the detail software.
- L. When entering an extra-duty detail into the detail software, the Extra-Duty Assignment Coordinator will ensure that all applicable Special Event permits and/or Special Operations plans are attached electronically to the detail
- M. Extra-duty details will be distributed through the extra-duty detail software. The Extra-Duty Assignment Coordinator will post all available details for the month.
- N. Officers will be alerted to the availability of Pop-Up jobs via the software alert system.
- O. Extra-duty details will be initially released at 4:00 PM on the third Wednesday of the month in order to provide day and night platoons an equal opportunity to sign up for a detail.
1. Officers are permitted to sign up for one (1) extra duty assignment initially.
 2. On the Monday following the initial posting, at 4:00 PM, officers are permitted to sign up for two (2) additional extra-duty assignments, for a total of three (3).
 3. On the subsequent Wednesday at 4:00 PM, officers are permitted to sign up for as

many details as they wish.

4. Officers who violate the above sign up procedures are subject to losing all details for which they have signed up in that month.
 5. Officers working extra-duty details will complete all electronic reports and bill their completed job within a 24 hour period. If an officer has a question regarding compensation for a detail worked, it is their responsibility to contact the extra duty assignment vendor.
 6. To re-enter the extra-duty detail software, the officer must first complete the "bill completed job" requirement then request reinstatement from the Extra-Duty Assignment Coordinator during normal business hours.
- P. Trading or giving away an extra-duty detail will be completed through the detail software. Prior approval of the Extra-Duty Assignment Coordinator is not required.
- Q. When an officer assigns him/herself to an extra-duty detail, the officer has the responsibility to work the detail. If the officer decides that he/she can not work the detail, the officer will;
1. Log onto the detail software and transfer the detail, placing the detail back into the eligibility pool. An alert will be sent to eligible officers advising the detail has been made available.
 2. Transferred details remain the responsibility of the assigned officer until that detail is assumed by another officer.
 3. If an officer, due to negligence, fails to arrive on time for the detail, however, arrives before the expiration of the first hour of the detail, may be subject to an officer advisory warning in lieu of suspension from the eligibility roster.
 4. Other factors beyond the control of the officer which affect arrival and attendance at the detail will be considered in determining any appropriate disciplinary action taken.
- R. If for some reason the officer cannot work the assignment, the officer is responsible for ensuring that a replacement officer is found to work in their absence. An officer who accepts an assignment must make every effort to give 48 hours notice to the Extra Duty Assignment Coordinator if unable to fulfill the assignment. Failure to give notice or to report for duty may result in removal from the eligibility roster.
- S. Officers who fail to meet this requirement are subject to disciplinary action and suspension from the eligibility roster.
1. First offenses will result in a thirty (30) day suspension from the eligibility roster.

2. A second offense within a year of the first offense will result in a ninety (90) day suspension from the eligibility roster.
 3. A third offense within a year of the first offense will result in a one (1) year suspension from the eligibility roster.
 4. Officers with no offenses for one year after the end of their suspension period will restart the suspension process for future offenses.
- T. In an event requiring immediate staffing, the Chief of Police may authorize the use of officers who are not on the eligibility roster for extra duty assignments. This will not constitute permanent assignment of those officers to the roster for subsequent extra duty assignments or otherwise rescind the procedures established herein.
- U. Officers will not work extra-duty assignments under the following circumstances:
1. The Officer is on suspension.
 2. The Officer is on leave other than vacation or compensation leave to include sick leave, FMLA, and leave due to workers' compensation.
 3. The Officer is the subject of an Internal Affairs Investigation and is assigned to administrative duty as a result of the allegation(s).
 4. It is the responsibility of the officer who is unable to work extra-duty assignments due to one of the above reasons to notify the Extra-Duty Coordinator for their removal from the eligibility list and/or the inability to work extra-duty events for which they have already signed up. It remains the officer's responsibility to locate coverage for the detail assignment.
- V. Officers will not solicit extra duty assignments or enter into agreements for such work with outside employers, except as provided herein.
- W. Jupiter Police Department uniforms, equipment, resources and vehicles may be used in law enforcement related extra duty assignments as approved by the Chief of Police.
- X. If an incident or call for service originates at the extra duty site, the extra duty officer will be responsible for all law enforcement functions. The extra duty officer will document all significant incidents which occur while performing extra duty assignments.

9.1.4 EXTRA-DUTY ASSIGNMENT EMPLOYER RESPONSIBILITIES

- A. Public, private and commercial operations requiring uniformed officers for extra duty assignments must make a formal request to the Extra Duty Assignment Coordinator. The request must provide the following:

1. Date, time, duration, type of event, and expected attendance (if applicable).
 2. Nature of duties to be performed by the officers.
 3. Whether the request is a one time job, or will be on a continuing basis.
 4. Insurance (See 9.1.6 B)
- B. At large public events, extra duty employers are required to hire an adequate number of officers to ensure safe and efficient law enforcement coverage. The need for five or more officers requires the assignment of an off duty officer(s) of supervisory rank, as determined by the Chief of Police or his designee.
- C. Extra-duty employers will be responsible for payment of services rendered, at a rate established by the Chief of Police.
1. Officers will receive a minimum of three hours pay for any worked detail.
 2. If an incident originates at the extra-duty site which requires an officer to work past the scheduled assignment time, the extra-duty employer is responsible for payment of the time worked over the assigned time. The extra-duty officer is responsible for changing the ending time and listing the case number of the incident in the Extra-Duty Assignment Book.
 3. Payment for extra duty work is taxable earned income. As independent contractors, officers are responsible for payment of income and Social Security taxes, and are responsible for completing any forms required by the employer.
- D. Employers can request the extra duty assignment of a particular officer, but must give justification for the special assignment to the Extra Duty Assignment Coordinator and it must be approved by the Chief of Police, or his designee.

9.1.5 AGENCY RESPONSIBILITY

- A. It is the responsibility of the Jupiter Police Department to ensure that extra duty assignments performed by police officers are in the best interest of the community and performed in accordance with agency policy. Extra-Duty assignments will be approved through the Chief of Police, or his designee.
- B. Jupiter Police Department assistance to individuals or organizations wishing to employ officers for extra duty assignments is limited to unofficial notifications concerning privately arranged work agreements.
1. The Chief of Police and the Town of Jupiter assumes no responsibility beyond notifying eligible officers of legitimate opportunities for extra duty work and

informing prospective employers of the names of officers who are assigned to work particular extra duty assignments.

2. The Jupiter Police Department reserves the right to inspect and supervise uniformed officers engaged in extra duty assignments to ensure conformity with laws and with Department policy and Florida law.
- C. The Jupiter Police Department reserves the right to cancel extra duty work assignments without notice or liability, and to recall officers for official duty when necessary for community safety. Regular work schedules and staffing requirements will not be compromised or adjusted to meet extra duty assignment requests.
- D. All record keeping and coordination of extra duty assignments will be the responsibility of the Extra Duty Assignment Coordinator.

9.1.6 STATUS OF OFFICERS

- A. Extra-Duty Assignments - Officers will be considered on duty and eligible for on duty injury benefits when working extra duty assignments and enforcing the criminal, traffic, or penal laws, such as off duty arrests and emergency action.
- B. Off-Duty Employment - Unless performing official law enforcement or public safety duties, officers are not covered under the Town of Jupiter's Worker's Compensation benefits while engaged in off duty employment. If injured or disabled while working for an off duty employer, members working off duty are limited to those benefits provided by the off duty employer, or to civil actions brought personally by the officer.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 9.10 - Collective Bargaining

Subject: Collective Bargaining

Issued: 12/03

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 04/05

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this general order is to establish guidelines for the collective bargaining process used by the Town of Jupiter and its role in the bargaining process and contract management.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department recognizes the right of its employees to organize and will abide, in both letter and spirit, with the provisions of any collective bargaining agreement lawfully entered into by the town. The town subscribes to and practices the principle of "Good Faith" bargaining with the duly recognized bargaining units representing its members. The purpose of the Collective Bargaining Agreement is to promote harmonious relations between the Town of Jupiter and the PBA, and the members of the PBA, to establish an orderly and peaceful procedure to resolving differences that arise concerning interpretation or application of this, and to set forth the basic, complete, and full agreement between the parties concerning salaries, terms and all other conditions of employment.

9.10.1 BARGAINING AGENTS

- A. In accordance to F.S.S. 447 and the Florida Public Employee Relations Commission (P.E.R.C.), the Town recognizes the Police Benevolent Association (PBA) as the exclusive bargaining agent to represent employees specified in said certifications.
- B. Town's Chief Negotiator and Team - On behalf of the town, the bargaining team will be comprised of a Chief Negotiator and other personnel selected by the Town Manager.
 - 1. The Chief of Police will recommend to the Town Manager staff personnel who would be eligible to participate as town bargaining team members and will attend

bargaining sessions and other meetings as requested.

2. Members of the police staff will work with and assist as advisors to the Chief Negotiator.
- C. Bargaining Unit Member's Team - The bargaining unit members will select a bargaining team unit as set forth by the collective bargaining agreement rules and regulations.
- D. Bargaining Unit Member Representatives are voluntary, elected positions within the department.
- E. The Collective Bargaining Agreement Unit represents all department employees who fall under the umbrella of the contract.

9.10.2 BARGAINING PROCESS

- A. The collective bargaining process for the town and its police department will be conducted pursuant to FSS 447.309.
- B. The collective bargaining process will proceed with the purpose of promoting harmonious relations between the Town and PBA, and establish orderly and peaceful procedures to settle differences which may arise.
- C. Resolution of impasses will be affected as per FSS 447.403 and any amendments thereto.
- D. The bargaining unit will follow the ground rules and federal, state, and local laws for collective bargaining that arise out of the collective bargaining process or labor arbitration.

9.10.3 LABOR CONTRACT ADMINISTRATION

- A. When the collective bargaining is concluded and the parties have reached an agreement on all the issues that were being bargained for, and final adoption is attained by Town Council, the agreement will be put into writing in the form of a contract and disseminated to all affected supervisors, staff and members.
- B. The Chief of Police or his designee will review and amend any directives necessary to ensure they are in compliance with the agreement. This change will take place as soon as possible after the agreement is signed.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 9.11 - Employee Assistance Program - Employee Assistance
Program

Subject: Employee Assistance Program	Issued: 12/03
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 4/15
Signature: <i>Signature on File</i>	Revision #: 2

PURPOSE

The purpose of this General Order is to establish guidelines for utilization of the Town of Jupiter Employee Assistance Program by members of this agency.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department recognizes that concerns of a personal nature may affect job performance. In most instances, the employee can overcome such issues independently and the effect on job performance can be negligible.

In other instances, normal supervisory assistance can serve as either motivation or guidance to the employee, helping resolve their problem so their job performance can return to an acceptable level.

In some cases however, neither the efforts of the employee nor the supervisor can help resolve the employee's problems. Their unsatisfactory performance may persist over a period of time, either constantly or intermittently. The Employee Assistance Program exists to serve employees in those times.

DISCUSSION

This policy addresses only the behavioral aspect of the Town's Employee Assistance Program. The Town's EAP also provides many other non-behavioral related services which provide assistance to employees, such as: financial consulting, legal advice, child care, pet care, senior relative assistance, pregnancy/adoption services, and recreational/leisure services. The

Department of Human Resources has further information on these services for interested employees.

9.11.1 GENERAL

- A. Employee Assistance Program Coordinator - The Human Resources Benefits and Leave Management Analyst is the designated Employee Assistance Program Coordinator. Employees wishing to avail themselves of the program services may contact the program coordinator, or contact the program provider directly via the toll free number provided.
- B. Employee Assistance Program
1. Employees can be assured that if personal problems are the cause of unsatisfactory job performance, they will receive an offer of assistance to help resolve such problems in an appropriate, timely and confidential manner.
 2. Employees who have a problem which they feel may affect work performance are encouraged to voluntarily seek counseling and information on a confidential basis by contacting the Employee Assistance Program or the Town's EAP Coordinator.
 3. The E.A.P. offers a variety of direct and referral services including, but not limited to:
 - a. Mental, emotional and psychological concerns;
 - b. Family, marital and relationship concerns;
 - c. Chemical dependencies and other compulsions; and
 - d. Stress or job concerns.

9.11.2 OBTAINING EMPLOYEE ASSISTANCE PROGRAM SERVICES

- A. The Employee Assistance Program provided by Health Advocate is available for assessment services 24 hours a day, 365 days a year via toll free telephone number (877-240-6863). This information is provided to all employees by the Department of Human Resources personnel during the benefits orientation.
- B. Employees who contact the E.A.P. provider for services will speak to a representative who will verify their plan, discuss personal concerns briefly and make referrals to services or counselors as appropriate.
- C. Calls that indicate the need for immediate crisis intervention are connected immediately to master level behavioral care professionals for stabilization. Local resources are contacted or identified as appropriate.

9.11.3 REFERRALS TO THE EMPLOYEE ASSISTANCE PROGRAM

- A. An employee's referral may be voluntary, in which case the employee elects to participate in the program.
- B. In the event a supervisor notes that an employee's personal or health problems are having a significant adverse impact upon the employee's job performance or that of a co-worker, the supervisor should utilize the program to motivate the employee to take corrective action. Proper utilization of the Employee Assistance Program is consistent with normal supervisory activity. Depending upon the specific circumstances, supervisors may use:
 - 1. **Informal Encouragement to use the E.A.P.** - Should the employee's performance prompt the supervisor to counsel him/her regarding job performance, supervisors may remind the employee of the availability of the program.
 - 2. **Written Encouragement to Use the E.A.P.** - If employee performance problems exist to the extent that verbal or written disciplinary action is warranted, the supervisor should follow normal disciplinary procedures with a written encouragement to utilize the E.A.P. included in the disciplinary action.
 - 3. **Formal Mandatory Referral to the E.A.P.:**
 - a. If an employee is involved in a circumstance that or incident that could result in suspension or termination, the department may initiate a formal referral to the E.A.P.
 - b. Confirmation that the employee is in violation of the Town's Drug Free Work Place Policy will result in a mandatory referral to the E.A.P. for assessment, counseling and rehabilitation as described above.
 - c. The Chief of Police will contact the E.A.P. Coordinator and request a Formal Management Referral, as prescribed in the Town of Jupiter E.A.P. Administration Manual. The Program Coordinator will schedule a meeting with the involved employee.
 - d. The Chief of Police will notify the employee, in writing, of the appointment. The written notice will include notification that the employee's attendance is mandatory and that non-attendance will affect the outcome of any disciplinary actions.
 - e. The E.A.P. Coordinator will function as the contact person for the remainder of the time the employee is involved in the program. The Program Coordinator will, if permitted by appropriate employee waivers, notify the Chief of Police if:
 - i. the employee is compliant with the clinical recommendations;
 - ii. the employee will require any time off from work to address the problems affecting his/her work performance; and,

iii. Successful completion.

f. Such a referral will not exempt the employee from disciplinary action that may be imposed for such policy violation.

9.11.4 SUPERVISORY RESPONSIBILITY

A. Supervisors have the responsibility to:

1. Take action where there is a documented pattern of deteriorating job performance;
2. Ensure that an employee's job security or promotional opportunities are not jeopardized by a request for assistance;
3. Refrain from making any diagnosis or judgment about the employee's problems. Referrals for assistance will only be made at the request of the employee or when based upon documented unsatisfactory job performance, and;
4. Maintain confidentiality outside the chain of command.

B. The earlier a problem can be identified, the greater the likelihood it can be solved. In identification, the supervisor must use caution and discretion. The supervisor's concern for an employee's personal problems can only come into effect if the problems manifest themselves in job performance matters, or in off duty conduct that are subject to disciplinary action. It is the role of the supervisor to identify job performance problems only, not to diagnose the personal problems of employees under his/her supervision.

C. Supervisor referrals to the E.A.P. should only be considered after all other possible causes, such as lack of training, etc. have been explored. The E.A.P. may then be considered.

D. Supervisors are not expected to handle an employee's personal or health problems. If employee job performance indicates a possible problem, the supervisor should remind the employee of the availability of the program.

9.11.5 SUPERVISORY TRAINING

Newly promoted supervisors will receive E.A.P. training as part of their initial new supervisor training program.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 9.12 - Career Officer Program

Subject: Career Officer Program	Issued: 09/08
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 05/16
Signature: <i>Signature on File</i>	Revision #: 4

PURPOSE

The Jupiter Police Department will establish guidelines for the administration of a Police Officer First Class (PFC) and Master Police Officer (MPO) program. The purpose of this directive is the development of a comprehensive mentoring and coaching program for sworn police officers.

SCOPE

This directive applies to all sworn Jupiter Police Department members.

POLICY

The purpose of this General Order is to establish the criteria, duties and responsibilities, and selection process for appointments to the specialized assignments of Police Officer First Class and Master Police Officer. The number of positions for Police Officer First Class and Master Police Officer will be determined by the Chief of Police.

DISCUSSION

The objective of this policy is the development of a voluntary program that enables department members below the supervisory and management ranks to have an opportunity to participate in a challenging program, which offers personal and professional growth, specialized assignment and recognition.

The Career Officer Program is a comprehensive mentoring and coaching program for sworn officers within the Jupiter Police Department. The members of the Jupiter Police Department are dedicated to providing the highest quality police services in order to enhance community safety, protect life and property and reduce crime and fear.

This program focuses on investing personal time and energy in the long-term growth of every sworn member. The program is not only designed to offer support, direction, and mentoring to the newest of employees, but provide all tenured employees the necessary support when seeking

career development opportunities or assignment to specialty positions. Therefore, we will strive to put in place and maintain a coaching and mentoring program that provides a foundation to increase employee retention, prepare employees for future advancement and help uphold the values of the profession and the Town Council's vision to enhance community safety and security and provide safe and secure neighborhoods.

DEFINITIONS

Police Officer First Class (PFC) – A Field Training Officer who is responsible for providing training to newly appointed police officers; serve as role models, mentors, trainers, in-service instructors and informal platoon leaders.

Master Police Officer (MPO) – A senior police officer whose tenure and prior assignments provide a combination of experience and subject matter expertise which is valuable to all employees of the police department. MPOs serve as role models, mentors, trainers, instructors and informal platoon leaders. They may also be called upon to provide FTO training, as necessary.

Good Standing – Officers participating in the Career Officer Program must maintain established performance measures to maintain their status in the program. Officers who hold the positions of Police Officer First Class and Master Police Officer will be required to meet established annual quantitative/qualitative performance measures to maintain their specialized assignments. Their performance will be evaluated quarterly by the Training Coordinator.

9.12.1 SELECTION PROCESS

A. Minimum Criteria for Police Officer First Class:

Good Standing:

1. Successful completion of the CJSTC Field Training Officer course with in one year of selection as a Police Officer First Class.
2. Officers with three (3) years of continuous law enforcement experience with the Jupiter Police Department are eligible to participate in the Police Officer First Class selection process; however, those officers with less than three years continuous experience may participate in the process, but shall not be eligible to be selected until they have served at least three years of continuous service.
3. No performance evaluation grade of “needs improvement” on any dimension of the annual performance appraisal issued during the preceding 12 months prior to application to the program;
4. All prospective candidates must have worked a minimum of 1,040 hours within the preceding 12 months to qualify for the position of Police Officer First Class;

5. No sustained disciplinary infractions (Officer Advisory Reports) during the preceding 12 months prior to application to the program;
6. No sustained formal disciplinary actions, as defined in the Collective Bargaining Unit Agreement, during the preceding 12 months prior to application to the program.
7. Discipline is classified as either major or minor as follows:

Major:

Termination

Demotion

Suspension without pay – more than
two (2) days

Minor:

Written reprimand

Suspension without pay of two (2) days or less

B. Minimum Criteria for Master Police Officer:

Good Standing;

1. Minimum of five (5) years of service with the Jupiter Police Department with no more than twelve (12) months of separation of service, with successful completion of their probationary period upon their return; or
2. No performance evaluation grade of “needs improvement” on any dimension of the annual performance appraisal issued during the preceding twelve (12) months prior to application to the program;
3. All prospective candidates must have worked a minimum of 1,040 hours within the preceding 12 months to qualify for the position of Master Police Officer;
4. No sustained disciplinary infractions (Officer Advisory Reports) during the preceding 12 months prior to application to the program;
5. No sustained formal disciplinary actions, as defined in the Collective Bargaining Unit Agreement, during the preceding 12 months prior to application to the program.
6. Discipline is classified as either major or minor as follows:

Major:

Termination

Demotion

Suspension without pay – more than
two (2) days

Minor:

Written reprimand

Suspension without pay of two (2) days or less

7. Completion of Line Supervision and Instructor Techniques, or, if the candidate has one (1) of the aforementioned classes, they will be given twelve (12) months to successfully complete the remaining course of instruction;
8. Master Police Officers will be expected to complete a department approved course in Mentoring within twenty-four (24) months of their assignment to the program.

9.12.2 CAREER OFFICER PROGRAM COMMITTEE

- A. The Career Officer Program Committee is critical to the fair and consistent application of career development standards.
 1. The committee is responsible for reviewing and recommending all participants regarding the program, and shares oversight responsibility concerning the administration of the program with the Training Coordinator.
 2. The Career Officer Program Committee will consist of the Deputy Chief (Chairperson), 1 Major, 1 Captain, 1 Sergeant, and 1 member from the Human Resources Department.
 3. Committee members will be appointed annually by the Chief of Police.
- B. When positions for PFC and MPO become available, the position(s) will be announced and posted in accordance with General Order 15.30, Specialized Assignments.
 1. The committee members will convene to interview the prospective candidates, review the applicants' work histories and ensure that they meet the minimum criteria established in this policy.
 2. As vacancies become available during the eligibility period (one year), committee members will review those on the eligibility list to ensure that they still meet the minimum criteria identified in this policy. Should a member's performance or conduct fall below the minimum standards established in this policy during the selection process, or during their eligibility period, they will forfeit their eligibility.
 3. Committee members will review the PFC/MPO Applicant Review forms, which will be completed by the applicant's immediate supervisors in order to gather input and pertinent information concerning the applicant's strengths and weaknesses, work performance, and recommendations from their immediate supervisors.
 4. The subjectivity of such a system is acknowledged, but such assessment is necessary.

5. The candidate's personnel file, Early Warning System, Internal Affairs, and Administrative Inquiries will be reviewed and evaluated by the committee members to determine eligibility for the program, and to review their education/training, performance evaluations, commendations and disciplinary actions, if applicable.
- C. Recommendations by the Career Officer Program committee will be based upon a majority vote of the committee, determining the final eligibility list .
1. This eligibility list will remain in effect for one (1) year. The Chief of Police will make the final determination concerning participation in the program using the eligibility list and the "Rule of Three". Seniority in the program will be determined by the member's ranking at the conclusion of the selection process, and/or their assignment date to the program.
 2. Once the eligibility list is declared expired, any individuals must re-qualify for the next announced selection process.
- D. Officers designated as Police Officer First Class and Master Police Officer will serve a six (6) month probationary period in the program. Their performance will be monitored cooperatively by their immediate supervisors and the Training Coordinator.

9.12.3 DUTIES AND RESPONSIBILITIES

A. Police Officer First Class:

1. Provide training to newly appointed police officers, mentor, act as a role model and perform duties and responsibilities as identified in General Order 13.3, Field Training and Evaluation Program;
2. Conduct monthly roll call training (i.e., departmental general orders training, legal updates, etc.);
3. Assume and be responsible for supervision in the absence of a Sergeant or District Commander;
4. Perform administrative duties as directed by the Platoon Sergeants or District Commander, as needed.
5. PFC's should be viewed as department resources and used accordingly in their areas of specific expertise that will provide a benefit to their fellow officers, the department and the community. PFC's will be assigned to platoons according to seniority based on date of hire.

B. Master Police Officer:

1. Provide training to newly appointed police officers, mentor, act as a role model and

perform duties and responsibilities as identified in General Order 13.3, Field Training and Evaluation Program;

2. Conduct monthly roll call training (i.e., departmental general orders training, legal updates, etc.);
3. In the absence of a Patrol Sergeant or District Commander MPO's may be called upon to assume supervisory responsibilities until such time a Patrol Sergeant or District Commander becomes available. While serving in a supervisory capacity:
 - a. MPO's will have access to areas typically reserved for supervisory personnel including but not limited to the temporary storage lot located at the maintenance facility and the records section.
 - b. MPO's will be responsible for all tasks normally required of a Platoon sergeant, including completing necessary administrative reports as needed. These reports include but are not limited to Supervisory Use of Force reports and Supervisor Report of Pursuit.
4. Perform administrative duties as directed by the Platoon Sergeants or District Commander, as needed;
5. Serve as a role model, mentor, trainer, instructor and informal platoon leader;
6. Coordinate District meetings and oversee problem oriented policing projects within their respective Districts;
7. Conduct roll call in the absence of a Sergeant or District Commander, or perform other "start of the shift" responsibilities;
8. Provide input for probationary officers' quarterly and annual evaluations;
9. Establish themselves as leaders within their assignment by:
 - a. Organizing District meetings based in part from information developed from review of Compstat information, as needed;
 - b. Assisting in establishing/directing District goals and objectives, and
 - c. Guiding problem solving efforts within their Districts.
10. Handle minor crime scene investigation photography;
11. MPOs should be viewed as department resources and used accordingly in their areas of specific expertise that will provide a benefit to their fellow officers, the department and the community. MPO's will be assigned to shifts according to seniority within the

assignment.

9.12.4 TRAINING

- A. Training for Police Officer First Class will be conducted in accordance with General Order 13.3, Field Training and Evaluation Program.
- B. Training for Master Police Officers will be conducted similar to that provided to new Sergeants, utilizing the Sergeants Field Training Manual and Field Guide.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 9.13 - Military Veterans Workgroup

Subject: Military Veterans Workgroup	Issued: 04/10
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 09/14
Signature: <i>Signature on File</i>	Revision #: 1

PURPOSE

The purpose of this General Order is to establish guidelines for the Military Veterans Workgroup to work closely with the Department employee and their family to resolve situations or problems that may arise out of the employee's military activation.

SCOPE

This General Order applies to all active reservists serving in the United States Armed Forces and employees who are members of the Jupiter Police Department's Military Veterans Workgroup.

POLICY

It is the goal of the Jupiter Police Department to provide enhanced quality of life services to Jupiter Police Department employees who are serving in the United States Armed Forces Reserves and their families.

The Jupiter Police Department has formed a Military Veterans Workgroup to handle military related requests for assistance from Department entities, Department employees, employee's family members, and the military.

DEFINITIONS

Military Veterans Workgroup - Employees of the Jupiter Police Department who have volunteered to be part of the process for a fellow employee who is summoned to active duty.

Military Liaison Officer - An employee who is assigned to be a point of contact for the activated reservist and the Department. The MLO will also act as a point of contact between the employee's family and the Jupiter Police Department while the reservist is on active duty.

9.13.1 PRE-DEPLOYMENT PREPARATION

- A. When an employee of the Jupiter Police Department who serves in the United States Armed Forces Reserves is summoned to active duty, the employee will notify the Chief of Police via Chain of Command within 48 hours.
- B. The employee will notify a member of the Military Veterans Workgroup to coordinate efforts to fulfill any needs of the employee and their family prior to leaving for active duty.
- C. The employee will select a “Military Liaison Officer” from the Military Veterans Workgroup. The MLO will then be the main point of contact between the employee who is activated, the Jupiter Police Department and the employee’s family.
- D. The Manager of Human Resources and Risk Management will serve as the point of contact for all human resource related issues during the employees deployment.
- E. In the work week prior to deployment, the employee will be assigned to take care of work and personal affairs, this is known as the “Pre-Deployment Preparation Week”. During this time, the employee will take care of issues concerning their work vehicle, pay, power of attorney, wills, issued equipment, etc.
- F. The employee will meet with the Chief of Police prior to deployment. The purpose of this meeting is to ensure all details of the employees deployment have been covered and to ensure the agency has methods of communication in place while the employee is deployed.
- G. The employee will make a personal check list and provide it to the Military Veterans Workgroup. The list will assist in providing any necessities to the employee and his family.
- H. All equipment listed on the Military Deployment Equipment Checklist will be turned in to the Purchasing Specialist prior to departure. This list includes high liability items (firearms, badge, other weapons etc.) and items of high value (portable radio, vehicle etc.).
- I. If the employee is deployed in support of a Military Operation, any Town of Jupiter employee can donate vacation/comp/sick to the member if the deployment depletes the employee’s time bank.

9.13.2 RE-ENTRY PHASE

- A. When the employee returns from active duty, he/she will enter the “Re-Entry Phase” and must complete a checklist of requirements that include:
 - 1. An appointment with a psychologist for a psychological assessment to be released back to duty.
 - 2. Firearms re-qualification.
 - 3. In-house training to go over new policies and high liability training topics.

4. Assignment with a Field Training Officer for assessment and re-acclimation. The length of assignment to a Field Training Officer will be determined by the Chief of Police.
 5. Meeting with the Chief of Police prior to release to full duty.
- B. If the employee is in a specialized unit, he/she may return to the specialized unit or return to Road Patrol.
- C. There will be a six (6) month duty assessment completed after the employee's return from active duty which includes a personnel record review by the Chief of Police or his designee and another psychological review.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 9.2 - Application and Selection Process

Subject: Application and Selection Process	Issued: 10/98
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 03/15
Signature: <i>Signature on File</i>	Revision #: 6

PURPOSE

The purpose of this General Order is to administer a selection process efficiently and effectively that is fair for all applicants.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department is an Equal Opportunity Employer and will select the most qualified candidates for employment. No applicant will be discriminated against in the application process because of race, color, age, sex, religion, national origin, marital status, or disability. The agency application and selection process will conform to law and this order.

9.2.1 SELECTION PROCESS

- A. In addition to state, federal laws, and guidelines, the agency complies with the Florida Department of Law Enforcement Policy and Procedures Manual when adopting hiring procedures including testing, training, and selection requirements. All manuals and guidelines will be kept on file for review by agency members and the public.
- B. The Human Resources Department will assist the Office of Professional Standards in administering the employment process."
- C. The Jupiter Police Department will seek the most qualified applicants to fill vacancies for all job classifications, and will establish a minimum level of performance and standards of acceptance for employment. All elements of the selection process will be job related and in accordance with Criminal Justice Standards and Training Commission (CJSTC) guidelines.
- D. The agency's selection process will be administered, scored, evaluated, and interpreted

uniformly.

- E. The Jupiter Police Department will acknowledge receipt of all employment applications and will periodically inform applicants of the status of their application.

9.2.2 STANDARD REQUIREMENTS

Applicants must meet specific standards. At the time of application, applicants will be provided information on all elements of the selection process including the expected duration of the process and opportunities for reapplication and retesting. Applicants, who become ineligible based on an examination, interview, or investigation, will be notified in writing by Office of Professional Standards personnel.

- A. **Age** It is preferred that Police Officer applicants to the Jupiter Police Department be 21 years of age or older.
- B. **Drug Use** To be eligible for employment, an applicant will not have:
1. Used, tried, tasted, experimented with, or possessed any illegal controlled substance within the past 12 months; or
 2. Sold or delivered any illegal controlled substance at any time.
 3. Applicants, who have used, tried, tasted, experimented with, or possessed any illegal controlled substance classified as a Schedule I or Schedule II substance in FS.S. 893.03 may be disqualified.
- C. **Criminal History** Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of any felony or a misdemeanor involving moral character, perjury or a false statement, is not eligible for employment as a police officer, even if the sentence was suspended or adjudication was withheld by the judge.
- D. **Driving History** Applicants applying for a position that includes driving an agency vehicle must possess a current, valid Florida Driver's License by the date of his/her employment with the Town of Jupiter. In addition, no applicant will have, during the 60 months prior to the date of application:
1. Had their driver's license suspended more than twice for nonpayment of insurance, or for nonpayment of traffic fines
 2. Had their driver's license suspended or revoked more than once for traffic violations, except as stated above.
 3. Been convicted of, or pled to, "Fleeing" or "Attempting to Elude" a police officer, as defined in F.S. 316.1935. Been convicted of, or pled to, "Driving Under the Influence," as defined in F.S. 316.193.

4. Have accumulated more than 12 points on their driver's license during the 36 months prior to the date of application, or have a driving record that demonstrates repeated offenses and flagrant disregard for traffic laws.

E. **Smoke and Tobacco Free Workplace** Applicants must be a non smoker, which includes daily use of any tobacco products (i.e., snuff, chew, etc.)

9.2.3 APPLICATION PROCEDURES

Applicants must submit a completed application to the Human Resources Department along with the following documentation:

- A. The original or a photocopy of a certified birth certificate. (Birth registration cards issued by a state health department are acceptable.)
- B. A Social Security card.
- C. A valid driver's license, if applicable for the position. Applicants possessing an out of state driver's license must obtain a Florida Driver's License before commencing employment with the Jupiter Police Department.
- D. A high school diploma or a General Educational Development (GED) certificate issued by a state board of education is acceptable.
 1. If an out of state GED is used, the test scores must be included and meet the requirements of the Florida Department of Law Enforcement.
 2. A two or four year college degree from an accredited institution may be substituted for the high school diploma requirement. Certified transcripts are required. An Associate's Degree from an accredited college or university (or the equivalent number of credit hours) is preferred for law enforcement applicants.
 3. Graduates from high schools in foreign countries must supply transcripts of grades and the curriculum. The Human Resources Department will evaluate these documents and determine if the applicant meets the educational minimum standards of an American high school diploma. This information will be submitted for presentation to the Criminal Justice Standards and Training Commission for its final approval.
- E. All applicants must never have received a dishonorable discharge from any of the Armed Forces of the United States. A copy of the applicant's DD Form 214 Number 4 must be provided. If the applicant never served in the U.S. Military, he/she must sign the Affirmation of Non Military Service in any Branch of the United States Military Form.
- F. Applicants for law enforcement positions must meet minimum physical and age qualifications for sworn positions outlined in F.S. 943.

9.2.4 APPLICATION REVIEW

- A. When the employment application is submitted, it will be reviewed for completeness and accuracy. The applicant will be allowed to correct errors and deficiencies in the application. Errors, omissions, and deficiencies not corrected before the oral interview may disqualify the applicant from the selection process.
- B. Upon receipt of the initial employment application, all applicants meeting the minimum qualifications will be sent a Personal History Questionnaire.
- C. The Personal History Questionnaire will be reviewed by the Recruiter for completeness, accuracy and content.

9.2.5 ORAL REVIEW BOARD

- A. Following the review of the Personal History Questionnaire, applicants who meet the basic eligibility requirements may be scheduled to appear before an Oral Review Board.
- B. The board members will be selected from the various entities of the agency associated with the position applied for.
- C. The general format for interviews includes:
 - 1. Introduction - The designated chairperson will welcome the applicant, introduce the applicant to the other members of the board, and describe the interview process. The applicant will be provided a chance to tell the board about him or herself.
 - 2. Situational Questions - Board members will ask the applicant a series of questions to determine how the applicant would respond to situations related to the position for which they have applied. Each applicant will be asked the same questions prepared by the Office of Professional Standards.
 - 3. Other Questions - Additional questions are designed to help the board members evaluate the applicant's ability to organize thoughts and verbally express themselves.
 - 4. Evaluation/Rating - Board members will evaluate each applicant on individual rating forms. The chairperson will coordinate and organize the final assessment of each applicant at the end of the interview process. A recommendation will be made to the Office of Professional Standards Commander on which applicants should continue in the selection process.

9.2.6 BACKGROUND INVESTIGATIONS

Trained background investigators will conduct background investigations in accordance with Criminal Justice Standards and Training Commission guidelines. Background investigations will be completed prior to appointment to probationary status and consist of:

- A. **Employment History** - The applicant's current and previous employers will be contacted by mail, phone, or in person, to verify job performance and personal habits. If the applicant was formerly employed by any government agency in the state of Florida, the investigator will visit the agency to examine the individual's personnel file.
- B. **Arrest Record** - Law enforcement agencies where the applicant has resided, worked, and attended school will be contacted to determine if the applicant has a local arrest record.
- C. **Driving Record** - The applicant's driving history and driver's license status will be obtained from the Florida Department of Highway Safety and Motor Vehicles and the motor vehicle department in each state where the applicant has lived.
- D. **Fingerprinting** - Fingerprints will be taken and sent for a criminal history check to the Florida Department of Law Enforcement and the Federal Bureau of Investigation.
- E. **Computer Check** - A records check will be requested on each applicant from the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC).
- F. **Military Records** - If necessary, military records will be requested from the Military Personnel Records Center, St. Louis, Missouri.
- G. **Personal References and Acquaintances** - Personal references are required from applicants. References will be contacted by mail, phone, or in person for information on the applicant.
- H. **Neighborhood Check** - A neighborhood check will be attempted on applicants for sworn positions. Neighbors will be asked to assess the applicant's lifestyle and personal habits. The check will be limited to Palm Beach and adjoining counties by personal contact or by mail for those applicants who reside outside the area.
- I. **Credit Check** - Credit checks will be completed on applicants who have questionable entries on their applications. By law, applicants will be provided with a Credit Bureau Report Release.

9.2.7 CONDITIONAL OFFER OF EMPLOYMENT PROCEDURES

- A. **CVSA Examination** - Following a conditional offer of employment, a background investigator will schedule a Computerized Voice Stress Analyzer (CVSA) examination. The examiner will be properly trained to administer pre employment CVSA examinations and interpret the results. Volunteers do not require a CVSA examination.
 - 1. Before the examination, the CVSA examiner will review questions to be asked with the candidate.
 - 2. The results of the CVSA examination will not be the single factor in determining employment. Admissions by the candidate in the pretest or post test interviews, along

with the examination results, may be used to determine eligibility.

3. In compliance with state and federal regulations, results of CVSA examinations will be revealed only to the candidate or to authorized Jupiter Police Department and Human Resources Department members.

B. Physical Examination - Candidates must pass a pre employment physical examination. Law Enforcement candidates must also complete an EKG, as specified in F.S. 943.13 (6).

1. Only licensed physicians will be used to certify the general health of candidates.
2. Grounds for withdrawal of a conditional offer of employment include:
 - a. Failure to complete the physical examination.
 - b. A determination by a licensed physician that the candidate cannot perform the essential functions of the position.

C. Psychological Examinations - Candidates for Police Officer, Communications Officer, and Police Service Aide positions must pass a psychological examination. The examination will be conducted by a licensed psychologist and will be job related and non discriminatory in nature.

1. Failure to pass the psychological examination will be grounds for withdrawal of the conditional offer of employment. Candidates who do not pass the psychological examination may reapply after one year.
2. A copy of the candidate's examination results will be maintained in accordance with the Florida Public Records Law, and stored in a secured area of the Human Resources Department.

D. Drug Screening - A candidate given a conditional offer of employment will be required to undergo a urinalysis test to detect illegal drug use. The urinalysis sample will be taken during the physical examination and sent to a designated laboratory for the appropriate testing.

1. Candidates who do not pass the urinalysis test may reapply after one year.
2. A record of the urinalysis test results will be maintained in the Human Resources Department.

9.2.8 HIRING

- A. Upon successful completion of the post offer examinations, the Office of Professional Standards Commander, or his/her designee will present the Chief of Police with a recommendation to hire.

- B. If approved, the Chief of Police will forward the recommendation to the Human Resources Department for the completion of an Employee Action Form.
- C. The candidate will be contacted by the Office of Professional Standards to schedule in processing, give a start date, and make all other necessary arrangements to prepare the candidate for employment.

9.2.9 RECORDS

- A. The Human Resources Department maintains applicant files in a secure area for a minimum of four years from the date of application for those candidates who are not hired. The files contain all reference checks, background investigation materials, and all other selection materials and documents. Files of applicants who are not hired will be maintained in accordance with law, and the Florida Department of State, General Records Schedule.
- B. The Human Resources Department maintains applicant files in a secure area for candidates who are hired. The files contain all reference checks, background investigation materials, and all other selection materials and documents. Personnel files are maintained in accordance with law, and the Florida Department of State, General Records Schedule.
- C. Selection Materials used in the hiring process, such as oral board questions and CVSA questionnaires, are maintained in a secure file by the Training/Recruiting Sergeant or Recruitment Officer.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 9.3 - Recruitment

Subject: Recruitment	Issued: 10/98
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 06/13
Signature: <i>Signature on File</i>	Revision #: 3

PURPOSE

The purpose of this General Order is to establish guidelines for recruiting law enforcement officers.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department is an Equal Opportunity Employer (EOE) and complies with all federal, state, and local regulations.

The Department's recruitment efforts will ensure fair and equal treatment for all persons regardless of race, sex, creed, color, age, religion, national origin, sexual orientation, or physical or mental disability in its selection practices.

To ensure job relevancy, the Department's recruitment strategies and procedures will be based on a written analysis of the job to be performed, and, the knowledge, skills, and training required to perform the job. The Town of Jupiter Human Resources Department will have the responsibility of maintaining a job task analysis for each sworn position within the Department.

DISCUSSION

The recruitment, screening, and selection process is vitally important to any organization seeking to attract and employ qualified personnel. The Jupiter Police Department desires to attract the most qualified applicant(s) to fill either existing or forecasted vacancies from a competitive job market. The Department will initiate and maintain an active recruitment campaign to attract qualified applicants.

9.3.1 DEPARTMENTAL PARTICIPATION IN RECRUITMENT

The Department realizes that its employees have a vested interest in the Department's future work force. All members and employees are encouraged to participate in the Department's recruitment efforts.

9.3.2 ADMINISTRATION OF RECRUITMENT PROGRAM

- A. The Office of Professional Standards Commander will be responsible for the Department's recruitment program and procedures.
- B. The Training Coordinator will be responsible for the daily administration of the recruitment program.
- C. All personnel who are assigned to participate in recruitment activities will receive training in personnel matters, including equal opportunity employment and affirmative action, as it affects the management and operations of the Department. They will be knowledgeable and conversant in Department issues including career opportunities, salaries, benefits, selection process, training prerequisites, etc.

9.3.3 COMMUNITY OUTREACH

Recruitment Visitations - The Department's Training Coordinator or his/her designee will be responsible for visiting local police academy training classes, career opportunity days, i.e., Florida Atlantic University, Palm Beach State College, etc., for promoting the recruitment efforts of the Department.

Student Intern Program - The Department will maintain an Intern Program for high school and college students. The purpose of the Intern Program is to introduce and encourage those individuals who are interested in a career in the field of law enforcement.

9.3.4 JOB ANNOUNCEMENTS AND PUBLICITY

- A. All requests to advertise will be forwarded to the Human Resources Department. The Manager of Human Resources & Risk Management will ensure that all job announcements contain a description of the duties, responsibilities, requisite skills, education, and physical requirements for the position. Official filing deadlines will be included in the job announcement.
- B. Job vacancies will be advertised through electronic, print, and/or other media.
- C. All applicants for employment will receive an instruction sheet from the Town's Human Resources Department which depicts those items, i.e., Release/Waiver of Information, copies of DD 214 Form, High School Diploma, etc., which must be submitted with the completed application.

- D. Employment advertisements and applications will identify the agency as an Equal Opportunity Employer.

9.3.5 RECRUITMENT ACTION PLAN

- A. The Jupiter Police Department will maintain a Recruitment Action Plan. The purpose of this plan to ensure the Department's ethnic and gender composition of sworn police officers is proportionate to the makeup of the available work force in the Town of Jupiter and to provide remedies to correct deficiencies.
- B. The plan will contain: a statement of measurable objectives; a plan of action to correct any inequities; and an evaluation plan.
- C. The plan will govern Department activities relating to recruiting and will be reviewed annually to monitor progress toward stated objectives and make revisions to the plan, as needed.

9.3.6 APPLICANT PROCESSING

- A. The Town's Human Resources Department will be responsible for disseminating and receiving all applications. Once the application is received by Human Resources, it is entered into their database for statistical information.
- B. Human Resources forward all applications to the Training Coordinator or his designee, who is responsible for screening the applications for completeness and minimum qualifications. Applications for positions will be rejected because of errors, omissions, etc., unless they can be corrected to the Town's satisfaction before the selection process begins.
- C. Employment applications must be submitted to the Human Resources Department prior to the established cutoff date and time. Only specific circumstances as authorized by the Chief of Police and the Human Resources Department will warrant the continuous acceptance of employment applications for the positions of Police Officer.
- D. All applications screened and approved for further processing will be forwarded to the Office of Professional Standards Commander, as openings occur.

END OF DOCUMENT



JUPITER POLICE DEPARTMENT
GENERAL ORDER 9.4 - Promotions

Subject: Promotions	Issued: 06/99
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 11/18
Signature: <i>Signature on File</i>	Revision #: 14

PURPOSE

To establish a uniform promotion policy that satisfies the professional, legal, and administrative requirements concerning the validity, utility, and minimum adverse impact in the promotional process.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

DISCUSSION

The promotional process is of vital interest and concern, as promotion brings about recognition, personal satisfaction, and added responsibilities. A standardized system is essential to the Department and the individual. Every effort has been made to make the following promotional processes job related and nondiscriminatory.

POLICY

The Jupiter Police Department promotes persons without regard to race, creed, sex, age or national origin. Persons seeking promotion will be treated equally, with respect to all promotion practices.

This regulation will explain the promotional process for those positions of Police Sergeant through and including Police Major.

DEFINITIONS

Anniversary Date -Employee's date of hire.

Assessment Center - An outside source specializing in law enforcement promotions which has been contracted by the department to assist in the testing and scoring of all elements of the process as determined by the Chief of Police or designee.

Bibliography - A list of reading material used as sources of questions comprising the written examination, which will be provided to each candidate.

Eligibility List - Employment, promotional, or other list of qualified applicants.

Examination - The process of testing, evaluating, or investigating the qualifications of applicants for a particular position.

Nondiscriminatory Process - A promotional process that employs the selection or appointment of candidates regardless of race, color, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group or other identifiable groups.

Non Sworn Personnel - Persons filling positions which do not require an Oath of Office.

Oral Review Board - A process of conducting a personal interview or scenario based interview to determine job related knowledge and the ability to demonstrate verbal skills.

Probationary Period - A period of time provided to allow the immediate supervisor an opportunity to evaluate an employee's performance and ability, and to decide whether the employee is to be retained in the new position. An employee must serve a six (6) month initial probationary period in the position to which he/she was promoted.

Promotion - Assignment of an employee from one classification to another, which has a higher rate of pay and additional responsibilities.

Promotional Process Announcement - A written announcement that provides:

1. A schedule of dates, times, testing and locations of all elements of the promotional process.
2. A list of eligibility requirements.
3. A description of the process to be used in selecting personnel for the vacancy.

Sworn Personnel - Persons filling positions, which require an Oath of Office.

9.4.1 AUTHORITY AND RESPONSIBILITY

- A. The Chief of Police has the authority and responsibility to initiate the promotional process within the Police Department.
- B. The Jupiter Police Department will maintain full control of the promotional process and it will be coordinated by the Office of Professional Standards Commander, who is directly responsible for the administration of the promotional process.

- C. The coordination and execution of the promotional process is shared by the Chief of Police, Office of Professional Standards Commander, Director of Human Resources and Risk Management, and/or assessment center, if applicable. Their responsibilities include:
1. Providing assistance in the preparation and scoring of the written test, if applicable.
 2. Conducting and scoring the personnel file assessment portion of the process.
 3. Coordinating the Oral Review Board and tabulating the scores of the Oral Review Board process.
 4. Providing interested candidates with their scores at the end of each testing process and their final scores.
 5. At the end of the promotional process, all interested candidates will be provided feedback as to the weak and strong aspects of their promotional competition. This feedback will be done in such a manner as to preserve the integrity and confidentiality of test candidates and evaluators.
- D. Personnel who are responsible for the coordination and execution of the promotional process will ensure the security of all test materials, answer keys, oral interview questions, and written documentation. Those personnel will also ensure the security of the test site and assist with the proctoring of the test to avoid any accusations of cheating during the test.

9.4.2 PROMOTIONAL PROCEDURES FOR SERGEANT POSITION

- A. A promotional process announcement will be posted by the Chief of Police at least ninety (90) days before testing.
- B. The announcement will list a bibliography of sources from which the written examination questions are derived, and a description of the weighted formula to be used for scoring.
1. Reference material not previously issued will be given to all candidates.
 2. Once announced and posted, the weighted formula will remain unchanged until completion of the particular examination process.
- C. Officers with three (3) years of continuous law enforcement experience with the Jupiter Police Department are eligible to take the Sergeant's examination; however, those officers with less than three years continuous experience may participate in the process, but shall not be eligible to be promoted until they have served at least three years of continuous service.
- D. Candidates that meet the above criteria must submit a letter of intent and a resume to the

Human Resources Director or designee before the deadline established by the announcement. Only those officers who are eligible and have submitted their letters of intent will be allowed to participate in the promotional process.

- E. A written examination will be prepared and administered by the Office of Professional Standards Commander, and/or an outside source specializing in criminal justice promotional examinations, and/or an assessment center, if applicable, to all candidates who qualify.
1. The promotional examination will consist of valid, job related exercises or questions to examine or test individual qualifications or knowledge.
 2. Only those candidates who score 70% or higher on the written examination will be eligible to continue in the promotional process.
 3. The written examination will account for 40% of the final weighted formula.
- F. The qualifying candidates from the written examination will be scheduled to participate in an Oral Review Board. This phase of the promotional process is designed to evaluate certain characteristics determined to be essential for successful performance as a Sergeant.
1. Oral Review Board Composition: Each Oral Review Board will consist of members from outside law enforcement agencies.
 2. Oral Review Board Member Training: Oral Review Board members will receive orientation training which includes instructions concerning their role in the process and guidelines to follow when asking questions and completing the grading worksheet. Members will be provided with:
 - a. A prepared list of valid, job related questions to ask participants.
 - b. A rating worksheet that explains the areas to be evaluated.
 3. The areas to be evaluated by the Oral Review Board may include, but are not limited to:
 - a. Oral Communication - The degree to which the candidate can be expected to speak clearly and intelligibly to individuals and groups. The ability to speak clearly and to the point; to use appropriate grammar, vocabulary, and volume; to respond appropriately to questions; and to organize answers. The candidate's ability to communicate with many different types of people should be considered.
 - b. Clearness of Thinking - The degree to which the candidate can grasp ideas quickly or if the candidate tends to be confused and slow to understand a concept or slow to comprehend even the more obvious points, or the candidate

understands quickly though the idea is new or involved.

- c. Leadership - The degree to which the candidate has the ability to lead a group and provide guidance and direction.
- d. Problem Solving - The degree to which the candidate has the ability and critical thinking skills to find solutions to job related or personnel issues.
- e. Ability to Inspire Confidence - The degree to which the candidate is the type of person who can inspire confidence in others and does not appear uncertain, lacking in self assurance, easily bluffed, or hesitant.
- f. Initiative - The candidate understands the job for which he/she is competing; has knowledge of the job by research and/or education or through practical experiences; and presents him/her self as being prepared for promotion.
- g. Appearance - The degree to which the candidate can be expected to be groomed appropriately and to maintain the appropriate professional bearing. Cleanliness, condition of clothes, and evidence that he/she will work to stay in good physical condition.

4. The Oral Review Board will account for 40% of the final weighted formula.

G. A review of each candidate's personnel file will be completed, with points (maximum of 20) being awarded in the following categories:

- 1. Performance Evaluations - A maximum of four (4) points will be awarded using the following criteria:
 - a. 4 points - Rating of 4.51 to 5.00
 - b. 3 points - Rating of 3.76 to 4.50
 - c. 2 points - Rating of 3.01 to 3.75
 - d. 1 point - Rating of 2.50 to 3.00
- 2. Conduct - A maximum of two (2) points will be awarded if no disciplinary action was taken during the previous 12 months, before the date of the Oral Review Board.
- 3. Education - A maximum of six (6) points will be awarded using the following criteria:
 - a. 4 points - Bachelor's Degree
 - b. 3 points - Associate's Degree

- c. 1 point - For every forty (40) hours of State recognized police supervision courses (2 point maximum) to include Line Supervision, Middle Management, Field Training Officer, or other supervisory courses, as determined to be eligible for credit by the Chief of Police.
- 4. Longevity - A maximum of eight (8) points will be awarded, one (1) point for each continuous year of service at the Jupiter Police Department.
- 5. The Personnel File Review will account for 20% of the final weighted formula.
- H. The final scoring will be accomplished by adding the cumulative scores of all portions of the test and ranking a list of names in order of final score. This list will be published as soon as possible after the promotional process is completed.
- I. Should a tie exist between any applicants, ranking will be determined by seniority. All scoring computations will be rounded off to hundredths for all phases of the testing process and for the cumulative final scores.
- J. This eligibility list will remain in effect for two (2) years. At the completion of the first year the eligibility list is in place, the Personnel File Section shall be updated, and the list will be realigned if necessary.
- K. Once the eligibility list is declared expired, any individuals remaining on the list must requalify for the next announced promotion process.
- L. When vacancies for the position of Police Sergeant exist, the Chief of Police will recommend promotions to the Town Manager based on the "Rule of Three". This means that the Chief of Police can recommend promotion for an individual only if the individual's final score is one of the top three final scores.
- M. All testing will be done at the Jupiter Police Department or other nearby location. No overtime is authorized for any segment of the process, and those personnel on duty during a scheduled examination will be given time off to participate.
- N. The Jupiter Police Department does not permit lateral entry to fill vacancies for promotional positions.

9.4.3 REVIEW AND APPEAL OF THE PROMOTIONAL PROCESS

- A. Candidates will have the right to review their scores and evaluations, related to their performance in the process, after each phase of the promotional process.
- B. Candidates may appeal their scores or evaluations during any phase of the promotional process concerning eligibility for, or appointment to a promotional vacancy through the recognized grievance procedures.
- C. The appeal will be to the Chief of Police, via the Office of Professional Standards

Commander, for a review of documentation to ascertain whether the disputed phase of the process was fair, job related, and scored properly.

- D. Upon appeal, the Chief of Police may appoint a member from the Department to a review committee. The appointed Departmental member will select two additional committee members from outside agencies to conduct an impartial review of the disputed phase.
- E. If any phase of the promotional process is found to be unfair or biased, re-testing will occur through the Office of Professional Standards Commander.

9.4.4 CAPTAIN / MAJOR/DEPUTY CHIEF

- A. A promotional process announcement will be posted by the Town of Jupiter Human Resources Department at least fourteen (14) days before the start of any promotional process.
- B. The Town will also list the areas which the process will cover along with a listing of essential job qualifications and desired attributes.
- C. The evaluation process for promotions to the rank of Captain, Major, and Deputy Chief may include, but are not limited to the following:
 - 1. Complete Town of Jupiter application process, if applicable.
 - 2. Written exercises
 - 3. Oral screening Board
 - 4. Interviews
 - 5. Past work record
- D. The Chief of Police in coordination with the Town Manager will approve selected promoted individuals.

9.4.5 NON-SWORN POSITIONS

Promotions for all non sworn positions will be made according to Section 2.05 of the Town Administrative Policies and Procedures.

9.4.6 PROBATIONARY PERIOD AND EVALUATION

- A. Promoted members must serve an initial probationary period of six (6) months. During this probationary period, the member must demonstrate the ability to perform the work, to accept additional responsibilities, to develop a desirable attitude for the job, and to work well with the public and fellow employees.

- B. All newly promoted Sergeants are required to successfully complete an "on the job" Sergeant's Field Training and Evaluation Program designed to acquaint them with supervisory duties and responsibilities. The program is explained in detail in the Sergeant's Field Training manual.
- C. During the initial promotion probationary period, the member's immediate supervisor must observe the member's work habits, attendance, relationship to others, and other factors, using job related and nondiscriminatory measures and procedures.
- D. The probationary member may contest the evaluations using the established grievance process (see General Order 10.1, Grievance Procedures).
- E. An Employee Performance Evaluation (see G.O. 14.1, Employee Performance Evaluation) will be completed no later than ten (10) days prior to the end of the initial probationary period. These reports will document the supervisor's and Chief of Police's recommendation for continued employment in the position.
- F. If a member is found to be unsatisfactory during the initial probationary period following a promotion, the member may be returned to the classification from which he/she was promoted and paid the previous rate of pay, if the position has not been filled.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 9.5 Smoke and Tobacco Free Workplace

Subject: Smoke and Tobacco Free Workplace

Issued: 06/99

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: N/A

Signature: *Signature on File*

Revision #: N/A

PURPOSE

The purpose of this General Order is to state the commitment of the Jupiter Police Department in establishing a safe and healthy work environment for all employees through the restriction of tobacco products.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

The Jupiter Police Department recognizes its responsibility to provide and maintain a clean and healthy work environment. It is the desire of the Police Department to promote and encourage a mutually comfortable environment, free from the health hazards and unsanitary conditions created through smoking or the use of other tobacco products.

POLICY

Smoking, and the use of other tobacco products such as snuff and chewing tobacco, is prohibited in Jupiter Police Department vehicles and on Jupiter Police Department property, except in the "designated smoking area." For the purposes of this procedure, the Jupiter Police Department property includes the parking lot, and all Town owned property encompassing the Police Department building.

The "designated smoking area" is located at the rear of the Jupiter Police Department, in the courtyard adjacent to the general employees' lunch room.

Smoking and the use of other tobacco products, is prohibited when in contact with the public or when in the official performance of duties.

Tobacco products such as snuff and chewing tobacco are prohibited while on duty, except as

allowed above in the "designated smoking area."

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 9.6 - Equal Employment Opportunity

Subject: Equal Employment Opportunity

Issued: 06/95

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 10/02

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish the Jupiter Police Department's role in ensuring Equal Opportunity Employment.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

DISCUSSION

The Jupiter Police Department strictly prohibits any discrimination based on race, sex, creed, color, age, religion, national origin or physical impairment in all employment practices and conditions, including but not limited to: recruitment, selection, termination, promotions, appointments, transfers, demotions, leave practices, rates of pay, and fringe benefits.

9.6.1 EEO PROCEDURES

- A. The Department's employment policies, practices, and procedures relevant to their compliance with this policy and their effective impact on the employment and utilization of minorities and women will be reviewed regularly (Recruitment Plan).
- B. Any employee who feels he/she has been discriminated against based on race, sex, creed, color, age, religion, national origin or physical impairment may file a complaint using procedures outlined in General Order 10.2, Harassment in the Workplace.
- C. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.
- D. The Jupiter Police Department will advertise as an Equal Opportunity Employer on all employment applications and recruitment advertisements.

END OF DOCUMENT



**JUPITER POLICE DEPARTMENT
GENERAL ORDER 9.7 - Uniforms and Equipment**

Subject: Uniforms and Equipment	Issued: 12/94
By Order Of: Daniel J. Kerr, Chief of Police	Revised: 1/19
Signature: <i>Signature on File</i>	Revision #: 15

PURPOSE

The purpose of this General Order is to ensure uniformity in dress and appearance of police officers and employees of the Jupiter Police Department and to ensure basic initial issue of equipment. The creation of a good first impression will inspire confidence in the professional ability of our Department and its members.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The official uniform equipment of the Jupiter Police Department will be of such styles, materials, colors, and manufacturers as determined by the Chief of Police.

Insignia, badges, service stripes, and other uniform attachments and decorations will be worn as prescribed, and no items will be worn unless they are specifically authorized.

The uniform of the Jupiter Police Department is symbolic of the dignity and power of the Town of Jupiter and the State of Florida. It has been adopted as a means by which the members of the Department are readily recognized by the general public.

DEFINITIONS

Uniformed Police Officers All sworn personnel of the Jupiter Police Department who are commissioned and certified by the State of Florida as a police officer.

9.7.1 ISSUANCE OF UNIFORMS AND EQUIPMENT

- A. The Administrative Services Division will be responsible for the allocation and inventory of agency supplies, equipment, uniforms and property.
- B. The Firearms Training Coordinator or his designee will be responsible for the allocation and inventory of all agency firearms and ammunition.
- C. The Administrative Services Division is responsible for inventory control and maintenance and will:
 - 1. Maintain accurate property records.
 - 2. Control and maintain agency property until it is issued.
 - 3. Maintain equipment in a state of operational readiness.
- D. Division Commanders will be responsible for the care and maintenance of all agency property issued to their Division or Bureau.
- E. A signed Uniform and Equipment Inventory Form is required for issuance of uniforms/equipment and apparel:
 - 1. The signed Uniform and Equipment Inventory Form will be maintained in a file for tracking and inventory by the Administrative Services Division.
 - 2. One copy may be retained by the employee upon request.

9.7.2 INITIAL ISSUE OF UNIFORMS

- A. Each newly hired police officer will receive the following pieces of clothing and equipment as an initial issue; however, the complete issue of the following items may be contingent on the successful completion of the Field Training and Evaluation Program:

<u>Clothing</u>	<u>Equipment (Uniforms)</u>	<u>Equipment (Patrol)</u>
4 - Dark blue short sleeve shirts	1 Police badge	1 Reflective traffic vest
	1 Set of collar brass	1 Report holder
4 - Pairs of dark blue trousers (4 pocket polyester)	1 Whistle and chain	1 Citation holder
1 - Navy BDU pants	1 Name tag	1 RIPP hobble
2 - Navy polo shirts		
	1 Bullet resistant vest w/2 inner and 2 outer carriers with	1 CPR pocket mask
1 - Gray t-shirt		

1 - Long sleeve 511 polo shirt (optional)	outer ID panels (Police)	1 Portable radio w/holder
1 - Khaki shorts	1- Active Shooter Kit	1 Lapel microphone
1 - Black ball cap	1- Individual First Aid Kit (IFAK)	1 - Radio earpiece
1 - Black clip on tie	1 Sidearm Firearm with TLR Light (upon certification)	1 - Fingerprint Kit
1 - Black dress hat with badge and band	3 Magazines	1 - PPE Kit
1 - Long rain jacket	1 Holster	1 - Thumbprint pad
1 - JPD winter jacket	1 Double magazine pouch	1 - Riot Shield
1 - JPD windbreaker	1 Gun belt (leather) & underbelt	1- Combination Lock
	4 Belt keepers	1- Compact flashlight/charger/red wand/holder
	1 Pair of handcuffs	1 - Laptop computer with power pack
	1 Handcuff case	1 - Tourniquet and Pouch
	1 Baton and holder	
	1 Police riot helmet/Shin guards	
	1 Aerosol restraint (OC Spray) w/holder	
	1 I.D. access card	
	1 - Flag Pin	
	1 - Accreditation Pins	
	1 - TASER	
	1 - TASER holster	
	1 - Body worn camera	

- B. Black shoes, black socks, black boots, black trouser belt, black cold weather hat, sunglasses or accessories, eyeglasses or accessories, and undergarments are not furnished by the Department and must be purchased by the police officer.

9.7.3 UNIFORM DESIGNATIONS FOR POLICE OFFICERS

- A. **Class A Uniform** will be worn when participating in or attending funerals, attending or participating in parades, special events, when the convening authority mandates wear during promotional or specialized assignment processes, or other events as designated by the Chief of Police or his designee.

The Class A uniform shirt will be worn as follows:

1. The Police badge will be worn centered above the left pocket of the shirt. The badge will be worn so that it does not protrude below the top of the pocket.
2. The name tag will be worn centered immediately above the right pocket of the shirt.
3. Rank insignia for Captains will be placed horizontally on the collar, centered between the left and right edges, with the bottom of the insignia parallel with the bottom of the collar, ½ inch from the bottom.
4. Rank insignia for Majors will be worn in a professional manner as directed by the Chief of Police or his designee.
5. Wearing of the Class A (white) uniform and Class A (with dress jacket) uniform will be at the direction of the Chief of Police or his designee.
6. Uniform shirts for Sergeants, Master Police Officers, and Police Officers First Class will have chevrons on each sleeve under the Department patch.
7. The American flag pin will be placed on the left pocket flap, centered on the flap with the top edge of the pin placed ¼ inch below the top of the pocket flap.
8. If an officer chooses to wear National and State Accreditation pins or other authorized pins, they will be worn on the right pocket flap centered between the left and right edges of the flap, with an equal distance between the pins and the edges of the pocket, and between the button and the top of the flap. The CALEA pin will be worn closest to the middle.
9. Award bars will be worn in the following manner:
 - a. Jupiter Police Department awarded ribbons will be worn on the right side of the uniform ½ inch above the name plate.
 - b. Awards will be worn no more than 3 award bars across and three rows high,

and will be displayed in the order listed in General Order 12.1, Departmental Award, beginning in the upper right hand corner of the pocket.

- c. Officers who have earned two or more awards will place their awards in a department issued backing in order to ensure the awards are displayed in a straight line.
 - 10. Officers who have been awarded military service pins will place them directly under the American flag pin.
 - 11. Officers who have been awarded specialty pins such as FBI, Blue Lightning, or outside agency award pins, will be worn directly under any military pin (if applicable) or directly under the American flag pin.
 - 12. Special Unit designation pins, such as Honor Guard, SWAT, HNT, or Dive Team, will be worn 1/2 inch above the ribbons.
 - 13. Service Bars issued for Law Enforcement Service will be worn approximately 1 inch above the left sleeve cuff (on top of radius bone) of the long sleeved uniform shirt. One Service Bar will be issued for every five years of Law Enforcement Service.
 - 14. The designated (silver or gold) Whistle chain will be worn with the Class A Uniform and will attach on the right epaulet button and will extend down and be placed in the right breast pocket with the whistle attached at the end.
 - 15. Collar brass will be worn with the Class A Uniform parallel with the collar tip, approximately 1½ inch from the bottom of the collar brass to the tip of the collar. The collar brass will be properly placed when both ends of the insignia are adjacent to both edges of the sides of the collar point.
 - 16. The department issued black tie will be worn. A tie tack or tie bar, if worn, will be plain, Town of Jupiter logo, State of Florida emblem, U.S. Flag, or other suitable military or police style.
 - 17. The uniform dress hat will be worn set squarely on the head in a military fashion (not tilted to the side or worn on the back of the head).
 - 18. Leather gear will be worn with the Class A Uniform. Web gear is not permitted with the Class A Uniform.
- B. **Class B Uniform** will be the uniform of the day. With the exception of the badge, name tag, and rank insignia, there is no requirement to wear pins, service awards, or other insignia on the Class B uniform.

The Class B shirt will be worn as follows:

1. The police badge will be worn centered above the left pocket of the shirt. It will be worn so that it does not protrude below the top of the pocket.
2. The name tag will be worn centered immediately above the right pocket of the shirt with the bottom of the tag directly on top of the right pocket.
3. Rank insignia for Captains will be placed horizontally on the collar, centered between the left and right edges, with the bottom of the insignia parallel with the bottom of the collar, ½ inch from the bottom.
4. Rank insignia for Majors will be worn in a professional manner as directed by the Chief of Police or his designee.
5. Uniform shirts for Sergeants, Master Police Officers, and Police Officers First Class will have chevrons on each sleeve under the Department patch.
6. The American flag pin will be placed on the left pocket flap, centered on the flap with the top edge of the pin placed ¼ inch below the top of the pocket flap.
7. If an officer chooses to wear National and State Accreditation pins or other authorized pins, they will be worn on the left pocket flap centered between the left and right edges of the flap, with an equal distance between the pins and the edges of the pocket, and between the button and the top of the flap. The CALEA pin will be worn closest to the middle.
8. If an officer wishes to wear award bars, they will be worn in the following manner:
 - a. All award bars will be worn on the right pocket flap centered between the left and right edges of the flap.
 - b. Awards will be worn no more than 3 award bars across and three rows high, and will be displayed in the order listed in General Order 12.1, Departmental Award, beginning in the upper right hand corner of the pocket.
 - c. Officers who have earned two or more awards will place their awards in a department issued backing in order to ensure the awards are displayed in a straight line.
9. Officers who have been awarded military service pins or specialty pins will place the pins below the American flag pin.
10. Specialized Unit designation pins, such as Honor Guard, SWAT, HNT, or Dive Team, will be worn 1/2 inch above the name plate.

C. **Class C Uniform** training uniform consists of the gray t-shirt and BDUs.

- D. **Class D Uniform** consists of a combination of the blue polo style shirt with khaki shorts, khaki pants or Class B pants. The Class D uniform is authorized to be worn from June 1st through October 15th or when specifically authorized by the Chief of Police or his designee. (The approved shirt is the 5.11 Tactical Polo – Tactical Blue color. The approved shorts are the 5.11 Tactical Short – Khaki color. The approved pants are the 5.11 Tactical Pant – Khaki color.)

9.7.4 EQUIPMENT REQUIREMENTS FOR UNIFORMED OFFICERS

Listed below is the equipment that all police officers are required to have in their possession or immediately available, while on duty or engaged in an off duty detail, except in cases where civilian clothing is authorized:

- A. **Bullet resistant vests** will be issued to all sworn personnel. Ballistic vests will be inspected monthly to ensure current and to document expiration dates. A Uniform Equipment Replacement Request form shall be submitted by the officer for any ballistic vest panel due to expire within 60 days.

1. Sworn personnel assigned to uniform field duty are required to wear their bullet resistant vest.
 - a. Road Patrol Personnel opting to wear the department issued outer carrier will configure their vest in the following manner:
 - i. The police badge will be placed on the left breast of the vest utilizing the badge tab.
 - ii. A 6 X 2" velcro "POLICE" patch will be placed on the velcro tab on the right breast of the vest, with the name patch placed directly below.
 - iii. An 8.5 X 3" velcro "POLICE" patch will be placed across the back of the vest.
 - iv. One department issued handcuff pouch and one issued cellphone/notepad pouch will be attached side by side to bottom of the front of the vest.
 - v. Radios may be attached and worn on the outer ballistic vest.
 - vi. Tourniquet holders may be worn on the outer ballistic vest.
 - b. No other holsters or attachments may be attached to the vest, unless specifically authorized by the Chief of Police.
2. The required wearing of bullet resistant vests by sworn personnel not assigned to uniform field duty (e.g., CAU, Beach Unit, Marine Unit, etc.) will be at the discretion of the Chief of Police.

3. Officers who are not required to wear bullet resistant vests will keep their vests immediately available for use in the event they are needed to temporarily perform uniform field duties, or respond to a critical incident or a high risk situation.
 4. All personnel involved in pre-planned, high-risk situations, such as search warrant entries and perimeter operations, will wear protective body armor.
- B. An undershirt, when worn, will be white, black or dark blue at the neck or not visible, and will be worn under the bullet resistant vest and uniform shirt.
 - C. The uniform baseball cap is approved with any of the aforementioned uniform combinations, other than Class A.
 - D. Web gear is approved with any of the aforementioned uniform combinations, other than Class A.
 - E. Uniform jackets, winter or light weight, may be worn as required.
 - F. Uniform trousers with black belt.
 - G. Issued gun belt with the following accessories:
 - 1 - Issued holster
 - 1 - Issued magazine pouch
 - 1 - Issued handcuff case
 - 1 - Issued radio holder
 - 1 - Issued expandable baton w/holder
 - 1 - Issued belt keepers
 - 1 - Issued aerosol spray/pouch
 - 1 - Issued TASER w/holster
 - 1 - Issued flashlight holder
 - H. Department approved firearm, with ammunition.
 - I. Handcuffs and key.
 - J. Portable radio; with lapel microphone and earpiece (if applicable).

K. Expandable baton.

L. Plain toed black shoes, boots, or Department approved athletic type boot/shoe.

M. Police identification:

All Jupiter Police Department employees will have their issued photo identification accessible to them while on duty and present the identification upon request.

N. Valid Florida driver's license.

O. All uniformed police officers will adhere to the following:

1. Appear in uniforms which are properly fitted, clean, neat, well pressed, and in good repair.
2. Wear only Department issued or approved uniform and equipment in strict conformity with rules and regulations.
3. Uniformed items will not be altered other than necessary to ensure proper fit.
4. No mixture of civilian outer clothing with the official uniform will be permitted on or off duty, except for recognition purposes during situations which necessitates the need to do so.
5. Officers are permitted to wear a black cold weather cap during periods of cold weather. The winter cap must be black in color and made of 100% acrylic material.
6. Neither the uniform nor the parts thereof will be worn by departmental members engaged in outside employment for which they have not received official approval.
7. The uniform will not be worn at social functions, unless the wearer is present officially as a police officer. This includes the training uniform. Special exceptions may be granted by the Chief of Police.
8. Members under disciplinary suspension will not wear any part of the official uniform.
9. All authorized uniform accessories worn with the uniform will be kept clean and shined.
10. Shoes/boots and leather goods will be kept clean and well polished, if applicable.
11. Specialized units are authorized to wear special clothing and equipment due to the nature of their duties, as directed by the appropriate Division Commander.

12. Wearing of sunglasses while in uniform will be allowed during daylight hours. Sunglasses will be conservative in nature. Fluorescent colored frames are prohibited.
13. Sunglass or eyeglass cords must be black or dark blue in color.
14. Flashlights will be carried by all uniformed personnel in their assigned vehicles at all times while on patrol.
15. All personnel will carry their portable radio in the department issued radio holder at all times while wearing their issued gun belt. The radio will not be clipped directly to any gun belt. Belt clips will be issued to those personnel assigned to an administrative or plain clothes position.
16. Firearms will be maintained in accordance with General Order 1 7, Firearms and will be kept clean and free of rust, grime, and dirt.
17. **Gloves** - The use of leather gloves, Kevlar gloves, weightlifting gloves, or any other type of gloves, with or without the glove fingers removed, are not authorized and will not be worn while operating a police vehicle or during routine patrol assignments. Exceptions to this are:
 - a. The use of latex gloves, leather gloves and Kevlar type gloves are authorized and will be used situationally in accordance with General Order 7 1, Infectious Disease Prevention and Exposure Control Plan. However, these gloves may be worn only while performing the task which requires protection from such risks.
 - b. Motorcycle/ATV officers may wear riding gloves approved by their immediate supervisor.
 - c. Officers assigned to bicycle patrol may wear bicycle gloves approved by their immediate supervisor.
 - d. Officers assigned to the K 9 Unit may wear gloves for protection during K 9 searches.
 - e. Supervisors may approve members to wear gloves designed for cold weather protection, or approve the use of gloves to protect the member's hands in specific hazardous situations.
 - f. Authorized gloves, when not being worn, will be carried in a glove case or concealed in the uniform. Gloves will not be carried in an unprofessional manner, i.e., hanging out of the rear pants pocket.

9.7.5 PRESCRIBE CIVILIAN CLOTHING (SWORN)

- A. Male police officers authorized to wear civilian clothing on duty will wear color

coordinated slacks, shirt, necktie, and shoes. Wearing of neckties may be suspended by order of the Chief of Police. Casual attire, such as denim jeans, work pants, or tennis shoes are prohibited.

- B. Female police officers permitted to wear civilian clothing will wear the equivalent style attire, such as a dress, pantsuit, suit, pants, and blouse. Casual attire, such as denim jeans, work pants, or tennis shoes are prohibited.
- C. Exceptions will be made while on temporary assignment or when a specialized assignment dictates the above prescribed business attire is not appropriate; the Division Commander is authorized to prescribe appropriate attire.

9.7.6 PRESCRIBED CIVILIAN CLOTHING (NON-SWORN)

- A. All civilian employees' clothes will be neat and professional in appearance.
- B. The immediate supervisor of the civilian member will have the discretion to identify clothing as not neat and professional and take appropriate corrective action.
- C. Community Service Officers will adhere to the prescribed uniform dress codes described in their respective General Orders.

9.7.7 GROOMING STANDARDS

A. Sworn Male Officers

1. Hair Styles: Hair styles will be conservative and evenly trimmed. Hair will be tapered proportionally along the sides and back of the head. The hair will not be extended downward at any point over the shirt collar at the back of the neck and will not protrude in length more than one quarter inch (1/4") over the top of the ears. Hair will be cut and trimmed in a manner that allows proper wearing of the uniform hat.
2. Sideburns: Sideburns will be uniform from top to bottom, will be neatly trimmed, will not exceed one inch (1") in width, and will not be excessively heavy or bushy. Sideburns will be cut horizontally along the side of the face and approximately one half inch (1/2") above the bottom of the lower ear lobe.
3. Facial Hair: Officers will be clean shaven at all time. Moustaches will be conventional type, be neatly trimmed, and not present a bushy, unkempt appearance. The moustache will not extend over the upper lip and not extend beyond or below the corners of the mouth. Beards and goatees are prohibited, unless written authorization is obtained by the Chief of Police.

B. Sworn Female Officers

Hair Styles: Hair will be worn neatly in styles that do not extend below the bottom of the

collar in normal posture. Longer hair may be worn in an upward sweep or bun above the top of the collar, so long as it presents a neat appearance, does not straggle, and allows proper wearing of the uniform hat.

C. Plain Clothes Officers and All Non Sworn Police Employees

1. Hair Styles: Non sworn employees and plain clothes officers will maintain a neat and well groomed appearance while on duty or when representing the Jupiter Police Department. Hair styles for plain clothes officers will conform to the same standards as sworn officers unless a specialized assignment, as authorized by the Chief of Police, would be enhanced by a temporary suspension of this standard. Non sworn employees may wear contemporary hair styles if the general appearance serves to maintain a moderate, conservative, and professional image.

2. Facial Hair: Sideburns and moustaches worn by male plain clothes officers and male non sworn personnel will be neatly trimmed and will not be excessive, heavy, or bushy. Moustaches will not extend over or onto the upper lip. All personnel will be clean shaven at all times. Beards and Goatees are permitted but must be neatly trimmed at all times.

D. Tattoos/Body Adornment

In order to maintain a neutral look for all employees that creates public confidence, does not detract from a professional appearance, does not distract others, is not offensive to others, is not distasteful, or does not create a safety issue, the following standards are adopted as of December 01, 2007:

1. Employees are prohibited from having body adornment, including but not limited to: tattoos, body art, ornamental veneers or caps on the teeth, intentional scarring or branding, body mutilation, or body part piercing/ jewelry that is visible while wearing any required uniform/clothing, except as otherwise allowed by this policy and procedure. The exception to this is earrings for females and non-sworn males. Sworn male members are prohibited from wearing earrings while on duty.
2. The use of a cover, such as a bandage, cosmetics or additional clothing is not a satisfactory alternative to avoid a violation of this section.
3. Department members with tattoos will not be held in violation of this section for any existing tattoo, but will be for anything added in violation of this policy and procedure.
4. The Chief of Police will be the final authority as to whether any specific body adornment violates this policy and procedure and will have the authority and sole discretion to issue waivers as needed for the benefit of the Department.

E. Personal Hygiene

Attention to personal hygiene is a requisite for all personnel of the Police Department while on duty, in uniform, or in official performance of their duties.

F. Physical Fitness

Police Officers are responsible for their individual physical fitness, and should not allow themselves to become physically unfit to perform official duties by reason of personal neglect or lack of self discipline.

G. Exceptions

1. Police officers assigned to undercover or other such non uniform special assignments will be exempt from the physical appearance and grooming provisions as listed in this general order. Appearance and grooming standards for undercover officers will be established by the appropriate authority in accordance with the needs and circumstances of the special duties to be performed by the officer.
2. Medical variance for beards may be granted to personnel upon request and submission of documentation from a licensed physician. Approved beards will be kept neat and trimmed and are subject to close review to determine if they appear professional when worn with the uniform.

9.7.8 OWNERSHIP OF UNIFORMS AND EQUIPMENT

- A. The ownership of all uniforms and equipment issued to Department personnel is vested with the Town of Jupiter.
- B. All employees will be held strictly accountable for the proper care, use, and maintenance of all issued articles of uniforms and equipment.
- C. No item, uniform, or equipment will be transferred or exchanged by Department employees without approval of a supervisor and only after written notification has been made to the Administrative Services Commander.
- D. When a police officer resigns, retires, is discharged, is granted an extended leave of absence, or vacates his/her position in any other way, the employee will surrender any and all items of uniform and equipment to the Administrative Services Commander or his designee.
- E. A police officer who retires from his/her position will be eligible to be issued a Jupiter Police Department "Retired" identification card if they have met the following requirements:
 1. Vested in the Jupiter Police Pension Plan.

2. Separated from the agency as a member in good standing
 3. The Chief of Police will make the final decision regarding a members retirement status.
- F. Uniforms being returned will be clean or a nominal cleaning charge will be assessed to the employee. The final paycheck of the employee may be withheld until all items issued are returned.
- G. The costs of replacing missing equipment and uniform cleaning costs will be the responsibility of the employee, and these costs may be deducted from the final paycheck.
- H. Any employee, who loses, misplaces, or damages issued departmental property will immediately report this to his/her supervisor in writing. The employee will be responsible for replacement of same when the loss or damage is due to the employee's negligence. (See General Order 9.9, Negligent Damage, Loss, or Theft of Department Property)
- I. Uniform items which become unsuitable for continued use due to normal wear may be replaced with the approval of the Division Commander of the affected police officer. All items being replaced must be turned in to the Administrative Services Commander or designee for final disposition.
- J. Police officers experiencing weight gain are responsible for alterations of uniforms. If the alterations are not suitable for a professional representation, the Division Commander may order the replacement of the uniform at the police officer's expense.
- K. Expectation of Privacy
1. Employees may be issued and/or assigned Department equipment and property, including but not limited to vehicles, lockers, desks, cabinets, telephones, file cabinets, office space, computers, pagers, voice and paper mailboxes, cellular telephones, briefcases, report holders, etc.
 2. The retention of any personal items in such equipment/property, including but not limited to gym bags, notebooks, clothing, papers, effects, computer media and the like is at your own risk and the agency and its employees will not be responsible for any losses (exceptions to this are stated in Section 9.7.9 - Replacement of Damaged Property).
 3. Any Department provided equipment or property is subject to entry, search and inspection by other members of the Department or Town administrators without further notice. Any privately owned property contained in such equipment/property, including the contents of any closed or sealed items or containers may be opened and examined without further notice and without the owner's permission.
 4. Computer media or data, voice or electronic mail, pager memory banks and other

electronic storage systems may be “opened”, “read”, or inspected in the same manner as the contents of desks, lockers and other such equipment/property.

5. This provision includes any Department provided equipment/property that may be secured by a personally owned lock that the employee may have placed on such property. As a result, employees have no reasonable expectation of privacy when using agency provided equipment/property as set forth herein.

9.7.9 REPLACEMENT OF DAMAGED PROPERTY

- A. Personal clothing, prescription eyeglasses, contact lenses, watches, or any other personal item as approved by the Chief of Police, that is damaged or lost while in the performance of official police duty, may be repaired or replaced by the Jupiter Police Department at a cost not to exceed \$100.
- B. Non prescription sunglasses lost or damaged in the line of duty will be repaired or replaced by the Department at a cost not to exceed \$30.
- C. The Department will not reimburse for items normally issued by the Department (i.e., pens, clipboards, flashlights, etc.).
- D. A detailed report outlining the incident causing the damage (to include the Jupiter Police Department's Lost/Damaged Equipment Report Form) will be forwarded through the appropriate chain of command to the office of the Chief of Police, with the request for repair or replacement within 48 hours of the incident.
- E. Purchase or repair services will be made by the Town of Jupiter in accordance with approved purchasing procedures.
- F. Final decision for reimbursement, repair, or replacement will be determined by the Chief of Police.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 9.8 - Americans with Disabilities Act

Subject: Americans with Disabilities Act	Issued: 04/00
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By Order Of: Frank J. Kitzerow, Chief of Police	Revised: 12/17
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Signature: <i>Signature on File</i>	Revision #: 3
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PURPOSE

The purpose of this General Order is to comply with the provisions of the Americans with Disabilities Act and Florida State Statutes, and to commit the Jupiter Police Department and its members to provide equal employment opportunities and quality services to people with disabilities.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

Jupiter Police Department members will provide a consistently high level of police service to all members of the community including those who, because of disabilities, require special consideration to access needed services. It will also be the policy of this agency to afford people with disabilities the same access to programs, services, and employment provided to non disabled citizens.

DISCUSSION

No single policy or procedure can address the needs or the nature of police response to all people with disabilities. Procedures described herein are intended to guide Jupiter Police Department employees when assisting people with the most common disabilities.

DEFINITIONS

Autism - A pervasive, neurologically based developmental disability of extended duration which causes severe learning, communication, and behavior disorders with age of onset during infancy or childhood. Individuals with autism exhibit impairment in reciprocal social interaction, impairment in verbal and nonverbal communication and imaginative ability, and a markedly restricted repertoire of activities and interests.

Person with a Disability - A person who has a physical or mental impairment that substantially limits one or more major life activities, has a history of a disability, or is regarded as having such impairment.

Qualified Individual - An adult or child, with or without a disability, who meets the essential eligibility requirements for employment opportunities, or receipt of services, or participation in programs, or activities, provided by a public entity.

Qualified Interpreter - A professional who facilitates communication between deaf and hearing individuals. A qualified interpreter is able to interpret effectively, accurately and impartially both receptively and expressively, using any necessary specialized vocabulary.

Reasonable Accommodation - Includes making existing facilities readily accessible to, and usable by, disabled members; job restructuring, such as part-time or modified work schedules; reassignment to a vacant position; acquisition or modification of equipment; appropriate modification of examinations, training materials, or policies; providing sign language interpreters; and other similar accommodations.

9.8.1 DEPARTMENTAL RESPONSIBILITIES

- A. The Office of Professional Standards, through the Training Coordinator, is responsible for providing training on the recognition of and appropriate response for various disabilities. The training will address both non arrest and arrest situations involving people with disabilities.
- B. In order to provide the highest level of service and safe custodial care to people with disabilities, the department will utilize available social service agencies to provide guidance, support, and direct assistance. The department will maintain a list of social service agencies and individuals who may be contacted on a 24-hour basis to provide support in situations involving people with specific disabilities. Officers needing assistance may contact the Communications Center, or if appropriate, the shift supervisor for assistance with social service information.

9.8.2 CALLS FOR SERVICE

A. Routine and Emergency Interaction

In providing routine and emergency services, persons with disabilities will be afforded response, support, and protection equal to that provided to the general population. Appropriate department services will be made available to people with disabilities.

B. Communications Accessibility for both Emergency and Routine Situations

Communications personnel will receive training on recognizing characteristics of callers who may require special communications techniques, and on methods for providing service. The department has telecommunications devices for the deaf (TDD) to assist

persons who are hearing impaired.

C. Access to Departmental Programs

1. Interactive police-community programs such as crime prevention, neighborhood crime watch, youth and in-school programs, and other services will be available to people with disabilities. Members will attempt to accommodate people with disabilities who wish to participate in departmental programs; i.e., by modifying schedules, providing an accessible location and interpreters for people who are deaf and hearing impaired.
2. All materials available to the community will be provided, on request, for disabled persons in alternate formats such as Braille, audio recordings, or in large print.
3. Publications by or for the department, i.e., information for victims or witnesses of crimes, will be provided to aid persons with disabilities.
4. In many circumstances, oral communication supplemented by gestures and visual aids or an exchange of written notes will be an effective means of communicating with people who are deaf or hard of hearing. In other circumstances, a qualified sign language interpreter may be needed to communicate effectively with persons who are deaf and hard of hearing. The more lengthy, complex and important the communication, the more likely it is that a qualified interpreter will be required for effective communication.

D. Response to Routine Calls for Service

1. Members may have to attend to the needs of persons with disabilities to provide them the best possible police service. Members should also be sensitive to the fact that some people are targeted as crime victims as a direct consequence of their disability.
2. Officers will be trained to employ helpful techniques at a scene to support disabled persons.

E. Response to Emergency Calls for Service

1. Members will be trained to identify the most frequently encountered disabilities in a crisis or emergency so that appropriate action may be taken to render aid and assistance. If the person with the disability is unable to communicate, members should seek input from family, witnesses, or others to aid in identifying the nature of the disability.
2. All members will make reasonable attempts to communicate, i.e., with emergency signs or notes, to people who are hearing impaired in order to obtain basic information on matters such as the nature of the incident, location, extent of injury, name and address and a family member or other person to be contacted. Officers will

know how to obtain assistance, i.e., a sign language interpreter, through approved referral services listed and maintained in the Communications Center.

F. Response to Criminal and Disruptive Behavior

1. The response to criminal acts committed by people with disabilities will be the same as with other members of the general population. No special treatment will be extended for violation of the law other than exercising care to avoid unnecessarily injuring persons with disabilities during arrest and transport.
2. In such situations, officers will take reasonable precautions to protect themselves and others. Officer safety must prevail. Officers will use sound procedures to maintain their personal safety and the safety of other when attempting to accommodate persons with disabilities.
3. Disorderly conduct should not be treated as a criminal activity when it is the manifestation of a disability. When such conduct is the result of a seizure or mental disability, the call for service should be handled as a medical call rather than a criminal situation.

G. Citations, Arrests, and Incarceration

1. Officers will employ appropriate precautions and safety techniques when issuing citations, making arrests, and transporting all people, whether or not they have a disability. Officers should be guided by standard policies and procedures for arrest and transport of people with disabilities.
2. Consideration may be warranted for the special needs of some people with disabilities in arrest and transport situations. Response in these situations requires discretion and will be based, in great part, on the officer's knowledge of the severity and characteristics of the disability, the level of resistance exhibited by the arrestee/suspect, and the urgency of the situation. Members may encounter the following:
 - a. Persons with physical disabilities who may not be able to be restrained using handcuffs or other standard techniques. In cases where normal means of transport and restraint could injure a person with disabilities, alternative methods, i.e., transport vans should be sought.
 - b. People with disabilities requiring physical aids for mobility; i.e. canes, wheelchairs, or leg braces. If a device is taken from a disabled person, it will be returned as soon as circumstances safely permit, unless the device is part of the case evidence. The aids will be transported in a manner that ensures their availability at the disabled person's destination.
 - c. People who require prescribed medication at regular intervals; i.e., diabetes or

epilepsy. Palm Beach County Fire Rescue personnel will be contacted immediately to determine the importance of administering medications, potential for overdose, or other concerns.

- d. People with certain disabilities who cannot comprehend their individual rights in an arrest situation. For example, there is no simple sign for the term "waive" in regard to Miranda warnings. For many people who are deaf, reading may not be an effective means of communication either. Yet, in an effort to be cooperative, such a suspect may acknowledge that he/she is willing to give up his/her rights. Officers will take extra care to ensure that the rights of the accused are protected. For the above example, the services of a qualified sign language interpreter may be indicated.
 - e. People whose speech impairments make it difficult to notify an officer of an urgent need. No one will be left unattended when such persons are being interviewed.
3. Whenever feasible, officers arresting a person with a known disability will transport the individual directly to the Palm Beach County Jail or other appropriate correctional facility. This policy facilitates obtaining appropriate assistance for the arrestee and reduces the department's exposure to civil liability.

9.8.3 FREQUENTLY ENCOUNTERED DISABILITIES

The following information provides a brief overview of several disabilities and how the town, department and its members should respond to people with these disabilities. It is not possible to provide detailed information on all disabilities, and members should be aware that many people have multiple disabilities.

A. Visual Disabilities

1. Identifying police officials is a major difficulty for people who are vision impaired. Officers will offer suitable information to identify themselves as members of the department. When the presence of a visual disability is known, officers may have Communications personnel contact the victim or complainant to confirm that a member of the department has arrived. If needed, badges may be offered to the individual to verify the officer's identity. The impaired individual may also call the responding officer's police department to verify identity.
2. Knowing what not to do is as important as knowing what to do in assisting a person with impaired vision. Members do not need to raise their voice when speaking. Officers will not grab the person's arm to lead the individual in a particular direction. If needed, the individual will take the officer's hand for guidance.
3. Signs at police facilities should be in large print to assist people with vision impairments. Identification signs and directional and elevator information, where

appropriate, should be in Braille in those facilities where people may proceed unaccompanied. Public facilities must comply with the ADA accessibility guidelines.

4. Legally blind persons have varying degrees of visual acuity. Officers should routinely ask what assistance is required.
5. If required, visually impaired persons have the right to be accompanied by dog guides in establishments serving the general public. Additionally, visually impaired persons carrying a white cane have certain pedestrian right-of-way privileges.
6. In arresting visually impaired individuals, officers should follow all standard procedures. Officers should pre-brief subjects with severe visual impairments about the post-arrest search and that canes and personal items will be confiscated. Subjects who are severely visually impaired will not be placed in holding cells with other prisoners.
7. Through their senses of hearing and touch or other means, even severely impaired victims and bystanders may be able to provide descriptions of crime suspects. Visually impaired victims should be reassured of an officer's presence, assistance, and the condition of their surroundings. Members need to ensure that visually impaired callers are kept informed of an officer's progress since the caller may be armed and fearful of an unannounced presence.

B. Mental, Emotional, and Psychological Disabilities

1. The terms mental, emotional, and psychological illnesses describe varying levels of disability relating to disturbances in thinking, feeling, and relating. Providing accessibility to police services for people with mental, emotional, and psychological disabilities usually involves providing only general assistance. At times, however, exceptional police service and safe custodial care may be required.
2. Members will ensure that people with mental, emotional, and psychological disabilities are assisted in accessing agency services, which may require time and patience beyond that usually provided. For example, time spent on a call for service may have to be extended in order to reassure the individual, sort facts, interact with family members and others, and bring the call to successful resolution.
3. If taking persons with mental disabilities into custody, officers will make reasonable efforts, while taking precautions, to use the least restraint possible and protect the arrestee from self injury.
4. Frequently, a family member or friend is of great value in calming a mentally disturbed individual exhibiting unusual behavior. If needed, steps should be taken to gain placement for the individual in an appropriate emergency medical, health care, or shelter facility.

5. Officers will be informed of appropriate government agencies, non-profit agencies, volunteer organizations, and emergency medical services available to provide assistance to people with mental, emotional, and psychological disabilities.
6. Officers must also be familiar with appropriate emergency commitment and detention procedures to be used when providing shelter care and related support to people with mental, emotional, or psychological disabilities.
7. The behavior of chronically mentally disturbed individuals is often marked by an inability to contain their emotions, and the sight of a police uniform may create reactions ranging from anxiety to terror.
8. On calls for service involving chronically mentally disturbed clients, the dispatcher must elicit a location for officers to meet the complainant out of view of the subject, when possible, to avoid escalating the problem.
9. Officers should inquire about any treatment history when mental illness characteristics become obvious in order to obtain contact information for the health facility receiving the individual. Officers who obtain information that a mentally ill individual is a patient at one of the seven Palm Beach County community health centers are requested to inform the case manager concerning the incident.
10. Officers should be aware that restraint may exacerbate fear or terror in the mentally ill. Officers will, however, use proper restraining methods for their own and others' safety should the situation dictate.

C. Mentally Challenged

1. Mentally challenged encompasses a broad range of developmental disabilities from mild to profound. Mentally challenged and mental illnesses are distinctly different conditions. The largest percentages of mentally challenged people have only mild or moderate conditions.
2. Members should recognize that people who are mentally challenged have varying degrees of intellectual functioning. In all situations, members should ask short questions, be patient when waiting for answers, repeat questions and answers if necessary, and provide reassurance. In many situations, and particularly when dealing with someone who is lost or has run away, the officer may gain improved response by accompanying the person through a building or neighborhood to seek visual clues. Officers should attempt to verify, through others sources, important responses made by mentally challenged individuals.
3. In responding to the needs of people with severe or profound mental disabilities, the aid of family, friends, and neighborhoods is invaluable.
4. Persons with a mental disability may be taking one or more medications, including

those for seizure disorders and to induce calming.

5. When interviewing victims, suspects, or defendants with autism or an autism spectrum disorder, the officer or detective shall upon request from the individual diagnosed with autism or autism spectrum disorder or his/her parent or guardian, make a good faith effort to ensure that a psychiatrist, psychologist, mental health counselor, special education instructor, clinical social worker, or related professional is present at all interviews of the individual as defined in F.S.S. 943.0439. Training of affected personnel shall be conducted during new hire orientation and refresher training will be conducted annually.
6. Mobility Impairments
 - a. Mobility impairments are among the most easily identified disabilities. People with mobility impairments are those who have difficulty walking, use a wheelchair or other mobility aid, as well as the totally immobile.
 - b. In a critical or emergency situations, members should be aware of the safest and most rapid methods for assisting people with mobility impairments to avoid causing them unnecessary strain or injury.
 - c. When responding to an emergency call for service, members should afford disabled persons who are victims or injured the option of having wheelchairs and prosthetic devices transported to the emergency medical facility.
 - d. Handicapped persons with collapsible wheelchairs, including prisoners, may be transported in one or two-man police vehicles provided that supervisory approval is obtained and the following conditions are present:
 - a. The person must be able to transfer independently into the front passenger side without handcuffs.
 - b. The person must have an across-the-chest seat belt.
 - c. The person must have the wheelchair at the destination.
 - e. If the person cannot transfer independently, or the wheelchair will not collapse, a lift equipped vehicle or an ambulance must be used.
 - f. It may be necessary to transport medicine, insulin, and other special items for certain prisoners.
 - g. In custody situations, a disabled prisoner should be allowed to maintain the use of his/her wheelchair and prosthetic devices. Incapacitation creates special problems, i.e., use of toilet facilities, fear of physical violence, and the possibility of falling from a chair to the floor.

- h. Wheelchair prisoners will be isolated from other detainees. They may be restrained in their wheelchairs by handcuffs or other authorized devices.
- i. Department facilities should be accessible to people with mobility impairments. Entrances, interior routes, stairs, drinking fountains, rest rooms, and telephones should accommodate people with mobility impairments including those who use wheelchairs.

7. Non-Apparent Disabilities

- a. In accordance with the guidelines established by the ADA, the Jupiter Police Department recognizes that certain chronic conditions exhibit no readily discernible outward appearances. These afflictions, which for simplicity have been designated as non-apparent disabilities, include diabetes, cardio-pulmonary disorders, and neurological diseases; i.e., epilepsy and multiple sclerosis.
- b. Police officers may encounter people with these disabilities, in some cases as subjects, in others as victims, witnesses, or distressed persons in need of assistance. It is unreasonable to expect officers to diagnose these disabilities. It is prudent for an officer to have some frame of reference when the disabled person complains of the ailment, or to be able to recognize attacks, seizures, and symptoms.
- c. The department will make every reasonable effort to familiarize applicable members in continuing training programs with common chronic non-apparent disabilities. The subject matter for such training will be acquired from experts on the conditions.
- d. Such awareness on the part of the officer is important for the following reasons:
 - a. The disabled person's life or physical well being may depend on it if the officer is administering first responder treatment.
 - b. If the disabled person is a subject, the officer may take him/her into custody without jeopardizing his/her health and safety.
 - c. During an arrest or interview, the officer will not misinterpret certain uncontrollable physical responses as resistance; for example, an intoxicated or drugged condition.
- d. Speech and Hearing Disabilities
- e. Hearing and speech disabilities may be non-apparent. Officers may confuse the behavior of individuals with hearing and speech disabilities to be intentionally

refusing to cooperate or abusing illegal substances. Officer should be aware that an individual's failure to comply with or respond to verbal orders does not always constitute a defiant situation, but may be the result of that individual's inability to hear the officer or to respond verbally. Before committing themselves to a course of action, officers should attempt to determine if they are dealing with a person who has a communication related disability.

- f. It is essential that officers take extra measures to protect the rights of suspects who are deaf, speech or hearing impaired, or who may not have mental or communication abilities sufficient to fully understand the basic Miranda warnings. Perfunctorily reading someone with a hearing disability his/her rights and having them acknowledge their understanding may be insufficient.
- g. When it appears that a hearing impaired individual can communicate satisfactorily by writing and reading short messages, then writing may be suitable for obtaining information. However, where thorough communication is critical for informing the individual of his/her situation, to protect his/her rights, establish fault in an accident, or solve a crime, then a qualified sign language interpreter is indicated, if the individual knows sign language. Similarly, if the communication is too lengthy or complex to be effectively accomplished in writing, an interpreter should be used.
- h. Officers will advise Communications personnel and the shift supervisor when they encounter an individual who must be interviewed but is, or is suspected to be, speech or hearing impaired.
- i. When taking a person into custody who has been identified as having a speech or hearing impairment, the arresting officer will indicate the individual's impairment in bold upper case letters in the upper left corner of the complaint/arrest affidavit.
- j. All police facilities will be appropriately posted with clearly visible signs that provide essential information to people with hearing and other impairments.
- k. The Police Department is equipped with a variable volume telephone and a TDD, also known as a text telephone in order to provide telephone access to people who are hearing impaired and need assistance.
- l. Members within the Communications Center who have the responsibility for answering calls on public-access lines will be trained to recognize incoming TDD calls and how to properly use the devices.
- m. Conversations on a TDD should be treated with confidentiality in the same manner as regular telephone conversations. A deaf subject who is also illiterate may have an interpreter make a confidential call for him/her in private.

1. Departmental and County Agencies

Members having questions regarding the ADA, providing services to people with disabilities, or employment of people with disabilities, should direct their inquiries to the Human Resource Department.

2. Employment Issues

Selection Process - The ADA requires consideration by public entities concerning fairness towards, and equal employment opportunity for, persons with disabilities. Employment issues provide an introduction to these requirements. Members involved in the hiring process should also consult specialists in the Human Resource Department for policy guidance.

3. Complaint Procedure

Before filing a complaint, members are encouraged to discuss the problem with a representative of the Human Resources Department. This contact may help clarify or resolve the issue. At a minimum, a representative will guide the member in filing the complaint properly.

4. Corrective Actions

Corrective actions taken will be in accordance with EEOC guidelines, police/city policy, and current case law.

9.8.5 ACCESS TO FACILITIES

The Jupiter Police Department shall ensure that the facilities accommodate and are accessible to disabled persons.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 9.9 - Negligent Damage, Loss of Department Property

Subject: Negligent Damage, Loss or Theft of Department Property

Issued: 10/01

By Order Of: Frank J. Kitzerow, Chief of Police

Revised: 12/07

Signature: *Signature on File*

Revision #: 1

PURPOSE

The purpose of this General Order is to establish the procedures for reimbursement and/or replacement of damaged, lost, or stolen Department issued property

SCOPE

This General Order applies to all Jupiter Police Department personnel.

POLICY

The Jupiter Police Department will conduct an investigation into the damage, loss, or theft of Department issued property for which Department employees are responsible. If the investigation reveals that the Department issued property was damaged, lost, or stolen due to the negligence of a Department employee, the employee will reimburse the Department for the cost of the property.

DEFINITIONS

Cost - The original purchase price of an item or the current market price, whichever is less. Original purchase price will be based upon the date the item was issued to the employee. If records are not available, the closest purchase price prior to the date of issue will be used. The cost may be adjusted after considering reasonable depreciation.

Negligence - Failure to exercise proper care or take reasonable measures which a prudent employee would have taken in similar circumstances.

Property - All Department issued property, including motor vehicles.

Reasonable Care The actions of an employee to provide for the property's safe keeping, such as:

- Locking or keeping Department issued property in a safe place or in a safe manner at all

times. Employees should have no expectations of privacy or security when property is left unsecured in Department mail boxes, on desk tops, in line shared police vehicles, or in other generally accessible places.

- Ensuring Department issued property is properly checked in and out.
- Not lending Department issued property to unauthorized persons.

9.9.1 REPORTING OF DAMAGED, LOST, OR STOLEN DEPARTMENT ISSUED PROPERTY

- A. Employees are responsible for the reasonable care of all Department owned uniforms, equipment, and other items which are provided to them.
- B. Employees will provide a detailed written report outlining the incident causing damage, loss, or theft of Department issued property to their supervisor as soon as practical after they learn of the incident.
 - 1. The report will include a Jupiter Police Department Lost/Damaged Equipment Report Form.
 - 2. The report, along with the completed negligence investigation, will be forwarded through the appropriate chain of command to the Chief of Police.
- C. Completed investigations and reports will be maintained in the Office of Professional Standards. A copy of the Lost or Damaged Property Report Form will be forwarded to Purchasing for inventory/tracking purposes.

9.9.2 DEPARTMENT INVESTIGATION

- A. Damage or loss of department property, excluding firearms, will be investigated by the employee's supervisor.
- B. Damage or loss of a firearm will be investigated by the Office of Internal Affairs.
- C. Investigations will be conducted in accordance to General Order 11.1, Misconduct Investigations, Disciplinary Procedures, Internal Affairs Investigations, and Personnel Early Warning System.

9.9.3 REIMBURSEMENT / REPLACEMENT OF PROPERTY

- A. When the investigation concludes that an employee has not been negligent in the damage, loss, or theft of Department issued property, the item will be replaced at no cost to the employee.
- B. When the investigation reveals that through an employee's negligence, Department issued

property was damaged, lost, or stolen, that employee will reimburse the Department for the cost of the property.

1. First violation:

- a. An Officer Advisory Report will be the minimum response; and/or
- b. The maximum replacement cost of all items damaged, lost, or stolen, involving a single incident is \$500.

2. Second violation within eighteen (18) months:

- a. Progressive discipline will be imposed; and/or
- b. The employee will reimburse the Department for the cost of the property up to \$1,000 per incident.

3. The maximum replacement cost of all subsequent violations occurring within eighteen (18) months is \$1,000 per incident.

C. Where more than one employee is shown to be responsible for the damage, loss, or theft, reimbursement will be borne equally.

9.9.4 PAYMENT PROCEDURES

A. When the Department investigation has been concluded with a finding of negligence on the part of an employee, reimbursement procedures will be determined by the Chief of Police in coordination with the Finance Director.

B. The employee can elect to have the replacement amount deducted from their payroll.

1. For the first violation a minimum of \$40 per pay period will be received through payroll deduction.
2. For the second and subsequent violations within an eighteen (18) month period, a minimum of \$80 per pay period will be collected by payroll deduction.

C. Once the full replacement cost has been paid, the employee will be given a receipt and the new item will be issued.


D. When the Department investigation cannot be conducted in a timely manner, or the item is necessary for duty or officer safety, the employee will be reissued the item without a receipt. Payment, if any, will be determined upon completion of the investigation.

9.9.5 RECOVERY OF LOST OR STOLEN PROPERTY

If the employee or any member of the Department recovers or finds a lost or stolen item for which reimbursement has already been made, the employee will be entitled to recoup the funds already paid, less any necessary repair costs.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER 1.0 - Department Policies and Procedures

 Subject: Department Policies and Procedures	Issued: 11/17
By Order Of: Frank J. Kitzerow, Chief of Police	Revised: New
Signature: <i>Signature on File</i>	Revision #: N/A

PURPOSE

The purpose of this General Order is to establish compliance of agency policies and procedures for all members of the Jupiter Police Department.

SCOPE

This General Order applies to all Jupiter Police Department personnel.

1.0.1 POLICIES AND PROCEDURES

All members will comply with the policies, procedures, and rules contained within the Jupiter Police Department General Orders and the Town of Jupiter Personnel Code. A violation of any of the following may result in disciplinary action. Any attempt or making an effort to violate any provision of the Jupiter Police Department General Orders, even if not successful, may be construed as committing or completing the act which would sustain the violation.

END OF DOCUMENT

JUPITER POLICE DEPARTMENT
GENERAL ORDER IE Template

Subject: IE Template

Issued:

By Order Of: Frank J. Kitzerow, Chief of Police

Revised:

Signature: *Signature on File*

Revision #:

PURPOSE

SCOPE

END OF DOCUMENT

JUPITER POLICE DEPARTMENT

GENERAL ORDER 1.2



Subject: **Oath of Office**

Issued: **09/98**

By Order Of: **Frank J. Kitzerow, Chief of Police**

Revised: **N/A**

Signature: ***Signature on File***

Revision #: **N/A**



PURPOSE

To establish a policy concerning the administration of the Oath of Office to newly appointed Jupiter Police Officers.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

1.2.1 OATH OF OFFICE

1. Upon appointment to the position of police officer with the Town of Jupiter Police Department, officers will be required to swear to an Oath of Office.
 1. The oath will be administered verbally by the Town of Jupiter Town Clerk.
 2. The newly sworn officer will be required to sign a copy of the Oath.
 3. The signed copy will be notarized and maintained as permanent record in the individual's personnel file.
2. The Oath of Office will read as follows:

➤ "I, _____, do solemnly swear that I will support, protect and defend the Constitution and Government of the United States and of the State of Florida against all enemies domestic or foreign; and that I will bear true faith, loyalty and allegiance to the same and that I am entitled to hold office under the Constitution and that I will faithfully perform all the duties of Police Officer of the Town of Jupiter, on which I am about to enter, so help me, God."

JUPITER POLICE DEPARTMENT

GENERAL ORDER 1.3



Subject: **Limits of Authority**

Issued: **01/99**

By Order Of: **Frank J. Kitzerow, Chief of Police**

Revised: **12/07**

Signature: ***Signature on File***

Revision #: **2**



PURPOSE

To define the scope and limits of the agency's law enforcement authority and to provide guidelines for the use of that authority.

SCOPE

This General Order applies to all sworn Jupiter Police Department personnel.

1.3.1 AUTHORITY

- A. By order of the Town Charter, the Town Manager is responsible for the proper administration of the Police Department, and for the enforcement of all Town laws and ordinances. The Chief of Police is appointed by and is directly responsible to the Town Manager for the management, direction and control of the operation and administration of the Police Department.
- B. Authority will be delegated by the Chief of Police to all members to make provisions relative to their duties and area of responsibility. They will be accountable for the use, or failure to use, this delegated authority.
- C. Supervisory personnel are accountable for the performance of employees under their immediate control.
- D. Lawful Orders: Members will obey any lawful order of a superior, including any order relayed to the member by another member of the same or lesser rank.
- E. Conflicting Orders: members of the Jupiter Police Department who are given a lawful order which is in conflict with a previous order, rule or directive will respectfully inform the superior officer issuing the latter order which is in conflict. If the superior officer who has issued the conflicting order does not alter or retract the conflicting order, the order will stand and the member will obey the latter order. The member will not be held responsible for disobedience of the prior order, rule or directive.
- F. Unlawful Orders: No member will obey an order that is contrary to law.

JUPITER POLICE DEPARTMENT

GENERAL ORDER 1.3

1. No member will be disciplined for refusing to obey an unlawful order.
 2. A member who receives such an unlawful order will report the circumstances in writing, via Chain of Command, to the appropriate Division Commander as soon as possible.
- G. Unjust or Improper Orders: Members receiving orders that they feel are unjust or contrary to agency directives, will first obey the order to the best of their ability, then report the circumstances in writing, via Chain of Command, to their Division Commander.
- H. Legal Authority: The Federal Constitution, the Florida Constitution, and the Town of Jupiter Charter define the scope and limits of the law enforcement authority as it pertains to the enforcement of laws, statutes and ordinances.
1. Article IV, Section 1 of the Charter of the Town of Jupiter establishes the Town's authority to exercise the fullest powers for municipal government and will have, hold, and possess the home rule powers granted unto municipalities by the Constitution of the State of Florida.
 2. The Town of Jupiter is an employing agency in record with Florida State Statute 943.10(4) with the constitutional authority to employ or appoint persons as officers. Those members employed as sworn officers are employed in accordance with the definition of "law enforcement officer" as described in FSS 943.10(1).
 3. Jupiter Police Officers have full police powers within the town limits of the Town of Jupiter. Pursuant to FSS 901.252, officers are also authorized to patrol and take law enforcement action on property and facilities owned by the Town of Jupiter which are outside the jurisdictional limits of the Town of Jupiter.
 4. Jupiter Police Officers who have been deputized by the Sheriff of Palm Beach County also have full police powers in the jurisdictional limits of Palm Beach County.
 5. Pursuant to FSS 901.25, Jupiter Police Officers have authority to arrest outside the jurisdictional limits of the Town of Jupiter when in fresh pursuit.
- I. Discretion:
1. In exercising discretion, an officer must be able to analyze the situation, taking many factors into consideration. These factors include, but are not limited to:
 1. The Department's overall goals and objectives;
 2. Availability of a supervisor or other police officers for guidance and/or consultation;
 3. Facts and circumstances which will subsequently justify the decision;

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GENERAL ORDER 1.3

4. Range of available alternative;
5. Other factors such as manpower availability, seriousness of incident, impact on community, humane considerations, potential for recurrence, and possibility of danger or liability.
2. Every situation will involve a unique set of circumstances. Rarely will an officer be in a position to thoroughly analyze all of the potential factors involved. However, in every instance an officer is expected to use his training, knowledge, and judgment to reach an appropriate and reasonable conclusion.
3. In judging a member's use of discretion, the Department will always consider whether or not the member acted in good faith and in a manner consistent with Department policy.

1.3.2 ALTERNATIVES TO ARREST

Not all offenses require the incarceration of the offender. Alternatives to arrest and pre-arraignment confinement may be utilized. These include, but are not limited to the following:

1. The issuance of a citation or Notice to Appear for some misdemeanors or violations of ordinances, in accordance with the guidelines of this procedure.
2. Informal resolution of the problem.
3. A verbal warning prohibiting the conduct.
4. Referral of the subject to a community service organization.
5. Release of a juvenile to the custody of a parent or legal guardian.
6. Juvenile diversion programs, which are outlined in Department procedures.
7. Baker Act procedures, which are outlined in Department procedures.
8. Marchman Act procedures, which are outlined in Department procedures.

JUPITER POLICE DEPARTMENT
GENERAL ORDER GO Template

Subject: General Order Template

Issued: 9/08

By Order Of: Frank J. Kitzerow, Chief of Police

Revised:

Signature:

Revision #: 1

PURPOSE

SCOPE

END OF DOCUMENT

G.O. 1.5 Chart Response to Resistance Target Areas – Empty Hand Strikes

